



## ***GUIDELINES***

### **Chamber Networking Breakfast**

**Effective 1/1/2018, no exceptions**

- 1) You must register for each breakfast. Registration will close at 4pm the day before the breakfast.
- 2) No walk-ins allowed.
- 3) Please let us know at least 48 hours in advance if you registered but are not able to make it.
- 4) If you register, do not show and do not let us know about it, after 3 times you will be asked to leave the group to make room for someone else.
- 5) Please do not leave anything on the tables, like plates, cups, water bottles. Put in the kitchen what needs to be cleaned and throw away or recycle the other things.
- 6) If you are later than 7:45am, you are to sit down immediately. You will be given a chance to get your coffee and food at the coffee break. This will cut down on the interruptions of those who got there on time. 😊
- 7) As of January 4<sup>th</sup>, no new people will be allowed to be invited to the breakfast.
- 8) People who would like to join after January 4<sup>th</sup> will be placed on a waiting list. They will be given the opportunity to join after someone in the group drops out.
- 9) The cost to join the group is \$40/year. This covers the overhead costs and coffee. It is a minimal amount considering the breakfast.
- 10) You must be a Chamber member to be a member of this group and up to date on dues. If you have any questions about your dues contact Rachel 719-481-3282 or [rachel@trilakeschamber.com](mailto:rachel@trilakeschamber.com).
- 11) Your company can join the group, but it is only good for one seat. You cannot bring multiple people unless you have multiple group memberships. You can however, have different people attend for that one seat, it does not have to be the same person each time.
- 12) Everyone is given the chance to give a 30 second commercial about anything they want, such as talking about themselves, the company, a referral you got, business you did with someone else in the group, etc. You must adhere to the 30 seconds and not go over or there will not be time for everyone to have their turn. It is timed.

## **Speakers Responsibility**

- 1) Starting January 2018, you must be a member of the group for 6 months before you can be a speaker.
- 2) You must be a member in good standing which means you are current with your Chamber dues and the Group dues. In addition, you must have attended at least 50% of the meetings in the previous 6 months.
- 3) You cannot sign up to speak more than once a year due to the size of the group.
- 4) Food must be ready at 7:30 am.
- 5) You are given 10 min to speak.
- 6) We will use 5 min and 1 min signage to help you manage your time.
- 7) Practice your presentation out loud. It takes longer to say words than it does to read them on a paper. This is to assure that you get in the important points and not run out of time at the end.
- 8) You are responsible for ½ of the breakfast. You are to arrange who is bringing what with the other speaker. You can bring what you want but should not be less than bagels, cream cheese and fruit or yogurt. However, a breakfast casserole, breakfast burritos or other hot foods are very much appreciated by the group. Show off your cooking skills or at least your ability to read a recipe. We provide coffee and water, but you can bring juice if you would like also.
- 9) Speakers are responsible for cleaning up also.
- 10) It is a long morning, but most people only get a chance to speak every 12-16 months. Make the most of it and your time.
- 11) To get on the schedule, email [laura@trilakeschamber.com](mailto:laura@trilakeschamber.com).

## **Agenda**

6:45am – Doors to the Chamber are opened by staff so hosts can prepare breakfast

7:30am – Attendees arrive, get drinks/food, network

7:45am – You are to be in your seats. The 30 second commercials begin

8:10am – Coffee Break, networking

8:25am – Presentation #1

8:40am – Presentation #2

8:55am – Announcements

9:00am – Event done, but can stay to talk

## **Tips on how to make the most of this networking experience**

- 1) Follow the guidelines. 😊
- 2) Schedule one on ones with other members, either right after the breakfast or at another time.
- 3) Do business with others in the group.
- 4) Refer other members of the group.