

# HOSTING HANDBOOK

## Welcome.

We're glad you're here. If you're interested in hosting an event with The Chamber St. Matthews, this guide will walk you through what hosting looks like, the support you'll receive, and what we'll need from you.

Hosting is a great way to showcase your business, connect with members, and be part of creating welcoming, engaging experiences. Our team is here to make the process clear, collaborative, and easy from start to finish.

## What It Means to Be a Host

Hosting an event is a partnership with The Chamber St. Matthews to create a welcoming, engaging experience for members and guests. Hosts help set the tone and showcase their business, while the Chamber team supports planning, promotion, and event flow.

As a host, you'll typically:

- Provide the event space or venue
- Welcome attendees and represent your business
- Offer light refreshments and door prizes
- Work with Chamber staff on logistics and flow
- Help create an environment that encourages connection

## Host Responsibilities & Expectations

To help ensure a successful event, we ask hosts to:

- Confirm event details and availability in advance
- Provide basic venue information, including capacity, parking, and accessibility
- Be present and engaged during the event
- Allow reasonable setup and breakdown time
- Communicate openly with Chamber staff if questions or changes arise



## Benefits of Hosting an Event

Hosting a Chamber event is more than showing up. It's a strategic opportunity to put your business in front of the right people and build real momentum in the local business community.

As a host, you gain:

- High visibility and promotion to Chamber members and guests through newsletters, social media, and event marketing
- A chance to showcase your space, services, or expertise in an authentic, memorable way
- Direct access to local professionals, decision makers, and community leaders
- Strong positioning as a welcoming, engaged, and community-focused business
- Organic word of mouth exposure before, during, and long after the event ends

Many hosts see lasting value well beyond event day, including stronger relationships, increased brand recognition, and future referrals.

## Financial & Booking Guidelines

To ensure consistency and fairness for all hosts:

- Hosts must be in good standing with The Chamber St. Matthews at the time of booking and on the event date
- An invoice will be issued and must be paid within 90 days of the event
- Hosts must provide the event venue and confirm the planned event space at the time of booking
- Adequate parking or a clear parking plan must be available for attendees
- Cancellations made 30 days or more before the event will receive a 50 percent refund
- Cancellations within 30 days of the event are non-refundable

## Availability & Approval

- Pricing and availability are subject to change based on demand
- Hosting opportunities are limited and may sell out
- Most of the dates for the events below are already set.

The Chamber St. Matthews reserves the right to decline or discontinue a hosting opportunity if it does not align with Chamber values, event standards, or member experience goals.





## Hosting Opportunities

Availability is limited, and opportunities are offered on a first come, first served basis, unless otherwise noted

## Networking & Social Events

- 4 to 6 Mix – \$250 7 spots available for 2026
- Good Morning Networking – \$150 Series sponsor for 3 events
- Cereal Convo's – \$150 Series sponsor for 3 events
- SYP NextGen Networking – \$250 series sponsor (\$100 per event, 3 events)
- Coffee Chat Series – **SOLD**
- SYP Lunchtime Connections – **SOLD**
- Orientation – **SOLD**
- SYP Truths & Tacos – **SOLD**



## Educational & Presentation Opportunities

- Lunch and Learns – \$250 OR \$10 per registered attendee – The host must provide food and a venue. This is your luncheon, with Chamber support for promotion and logistics. One luncheon per company. 10 available for 2026.

## Specialty & Affinity Events

Availability and pricing for specialty events may vary.

- Chamber Chicks
- Construction & Manufacturing Night
- Q Group
- Vetworking

## Additional Hosting Opportunities

Interested in hosting an additional event or have an idea you want support on, beyond those listed above? Let's talk! [chamber@thechamberstmatthews.com](mailto:chamber@thechamberstmatthews.com)

## Thank you!

We appreciate our hosts and the role they play in creating welcoming, engaging experiences for our members. If you have questions or need help choosing the right opportunity, our team is happy to help.

**Connect. Collaborate.**  
**Grow. Together.**



**Contact Us**  
**502.899.2523**

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