



# Mixer Host Agreement - How to Host a Mixer

## How many people attend mixers?

Between 50-120

## What do I, the host business need to provide?

### **Zero Waste**

The Arcata Chamber has joined the City of Arcata in working to achieve the City's state-imposed waste reduction goals. In agreeing to host a mixer, you are agreeing to refrain from using plastic water bottles, paper, or plastic. We encourage the act of composting food scraps from your mixer, but the best choice for dishware is reusables (compostable dishware is still more energy and resource-intensive than reusable dishware). If any vendors will be serving food or drink at your mixer they must also be compliant with these zero-waste guidelines. Be sure to confirm with them and let us know if you need assistance. We have blue reusable plates and red tumblers.

**PLEASE LET US KNOW IF WE NEED TO PARTNER WITH BRIGHT AND GREEN TO BRING REUSABLE PLATES AND UTENSILS.**

### **Refreshments**

Traditional refreshments include wine, beer, soda, and a variety of hors d'oeuvres. Include a vegetarian option and a non-alcoholic beverage (water is fine). Feel free to get creative with a specialty of your organization, or try hiring a caterer.

**Consider hiring a fellow Chamber Member to cater your mixer!**

**The member directory on our website is up to date with those members.**

### **Welcome Table**

The Chamber provides at least two support people known as the Chamber Ambassadors. We also provide the table, name tags, and all other necessities for a welcome table.

### **Raffle Donations**

Your business is responsible for providing at least 4 raffle prizes. This is a great way to exhibit your business or turn mixer attendees into customers with a gift card. If you need support with this, please let us know. We also bring some raffle prizes and attendees from other businesses often bring some too.

### **Entertainment/Presentation**

Providing entertainment is not necessary but can help in making your event a memorable one. Hire local musicians, organize a quiz, PowerPoint, trivia about your business, or have a theme for your Mixer.

### **What does the Arcata Chamber provide?**

- Microphone and speaker system (we need access to an outlet).
- Staff and volunteers to greet guests, and run raffle/door prize drawing.
- Chamber Staff, Board Members, and Ambassadors to lead introductions and announcements.
- One table for the welcome table.
- One table to display raffle and door prizes if needed.
- Advertising your First Thursday Mixer in our e-letter, website, and social media.

### **Want a Co-Host?**

If your business or organization would like to get some help or sponsorship, we invite you to review our [Membership Directory](#) to select a co-host. Businesses or organizations outside of our membership list are also welcome to help host mixers, if necessary, but we recommend starting within our Chamber list first.

### **Venue Considerations**

Arcata venues are preferred for Mixers. If you need help locating a place to host your mixer, please let us know. Co-hosting with another business or organization may be a way to access an appropriate location.

### **Any questions?**

You're throwing a party for your fellow business community to give them a direct experience with who you are and what you offer. We would love to help you brainstorm your mixer and come up with ways to promote your event.

Do not hesitate to call the staff at the Arcata Chamber at 707.822.3619 or email Gloria Baker, Operations & Engagement Manager - [Gloria@ArcataChamber.com](mailto:Gloria@ArcataChamber.com) to set up a time to talk/meet.

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_