



Business After Hours 2026-2027: Co-Host Sponsorship Information

WELCOME!

The ***Business After Hours*** (BAH) events are an exclusive member benefit of the Whitehorse Chamber of Commerce (WCC), designed to help our members build meaningful connections, grow their visibility, and strengthen the local business community. As a valued Chamber member, you have the opportunity to co-host one of these highly attended networking events and showcase your organization to fellow business leaders.

By co-hosting a BAH event, you can:

- Share your products, services, or brand story;
- Celebrate a milestone or announcement; and/or
- Create a themed experience that reflects your business.

These events are the perfect opportunity to build new business relationships while strengthening well-established ones, all while conveniently fitting an event into your busy schedule. Our BAH events bring together decision-makers, entrepreneurs, and community partners in a relaxed, engaging environment, making them one of the Chamber's most popular membership benefits.



Whitehorse Chamber of Commerce
Business After Hours Co-Host Sponsorship Information

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CO-HOST SPONSORSHIP BENEFITS

As a Business After Hours Co-Host, you will receive:

MARKETING & PROMOTION

- Event promotion on WCC social media channels and e-newsletters (with logo recognition)
- Logo and name placement in invitations sent to the WCC mailing list
- Designed event invitation created by WCC

EVENT HOSTING SUPPORT

- On-site Emcee with welcome remarks and speaker introduction
- Up to 15 minutes of speaking time for your organization
- Complete RSVP and registration management, including reminder/confirmation emails
- WCC-managed reception table, nametags, and door prize entries
- Provision of a detailed Event Running Order

SETUP & EQUIPMENT

- Full set-up and take-down of décor, including tables, linens, centrepieces, banners, and signage
- AV system (if required), podium, microphone, speaker, projector & screen, background music
- Drink ticket distribution (if applicable)

CO-HOST SPONSORSHIP COST

The cost to co-host a Business After Hours Event is determined using a 2-tiered pricing system:

- Tier 1 – Micro/Small Businesses & NGOs: \$1,500 + GST
- Tier 2 – Medium/Large Businesses: \$2,200 + GST

A \$500 deposit is due two months in advance of your confirmed BAH date.

Please note the following:



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- **Catering and beverages:** Co-hosting prices listed above do not include the cost of catering and beverages for the event. Food and beverage service, including bar service and liquor licensing, is the sole responsibility of the co-host. Multiple Chamber members may sponsor and co-host a BAH event together to share the cost of the sponsorship investment.
 - **NGO Participation:** The WCC limits the number of NGO-hosted BAH events permitted within a single calendar year, to ensure a balanced representation of businesses and equitable access to this high-visibility opportunity across the full Chamber membership. NGOs interested in co-hosting are encouraged to apply early, as NGO hosting slots are allocated on a ***first come, first served basis***.
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CANCELLATION POLICY

To ensure smooth coordination and adequate planning for all Business After Hours events, the Whitehorse Chamber of Commerce requires that any cancellation by a co-host be submitted in writing **no later than 4 weeks prior to the scheduled event date**.

Cancellations received fewer than 4 weeks before the event will be considered a late cancellation, and as such, the co-host will forfeit the full \$500.00 sponsorship deposit. This policy reflects the significant administrative preparation, promotional work, and logistical arrangements that begin well in advance of each Business After Hours event.

Should an unforeseen circumstance arise, co-hosts are encouraged to contact the Chamber as early as possible so that alternative arrangements may be discussed; however, the above policy will remain in effect.

EVENT TIMELINE

BOOKING YOUR EVENT

- Business After Hours Google Form + \$500 deposit has been submitted to the WCC.
- WCC acknowledges receipt of your application and BAH date is confirmed.



1 MONTH PRIOR

- Remaining balance of co-hosting cost is due.
- Co-host and WCC team meet to begin logistical planning, and details are submitted to WCC:
 - Theme and purpose
 - Catering & bar service confirmation
 - Door prizes list
 - Speaker names
 - Parking instructions (if needed)
 - Drink tickets (if applicable)
 - Sponsor logo + any images or supporting materials

3 WEEKS PRIOR

- Marketing for Event begins:
 - Invitation is designed by WCC team and approved by Co-host.
 - Invitation is shared through social media platforms and to the WCC mailing list.
 - Co-host is encouraged to share the invitation through their social platforms.

1 WEEK PRIOR

- Final event details are submitted to WCC.
- Site visit of the venue with WCC staff to finalize layout, décor, AV, and event flow.
- Approximate guest count shared with Co-host.

DAY OF EVENT

- WCC arrives at least 3 hours prior for setup and AV testing
- Food and beverage service is ready by 4:45pm
- Event runs from 5:00pm - 7:00pm
- WCC completes take down of décor, AV and other materials

GUIDELINES FOR A SUCCESSFUL BAH EVENT

INVITATIONS



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WCC designs and distributes invitations 3 weeks prior. Co-hosts are encouraged to share through their own channels.

FOOD & BEVERAGE

- Food should include heavy hors d'oeuvres (hot and cold) and be ready by 5:00pm
- Beverages typically include beer, wine, soft drinks, and water to be ready by 5:00pm

Please note: Food and beverage service, including bar service and liquor licensing, is the sole responsibility of the co-host. The Chamber requires that only current Chamber members be contracted for catering. Please contact the WCC team, at business@whitehorsechamber.ca for an up-to-date list of food and beverage service providers.

THEMES & ENTERTAINMENT

A theme can help create a memorable atmosphere and enhance engagement. Popular options used by Chambers include:

- **Industry Spotlights:** Innovation & Technology, Local Makers, Sustainability
- **Seasonal Themes:** Fall Harvest, Winter Social, Spring Renewal, Holiday Mixer
- **Experiential Events:** Facility Tours, Product Demonstrations, Mini Expo
- **Casual Networking Themes:** Après Work Lounge, BBQ & Brews, Arts & Culture Night

Entertainment is not required but can significantly elevate the guest experience and reinforce your chosen theme. Some options frequently used by Chambers include:

- Live music, local artists or cultural performers to highlight community talent
- Interactive stations such as photo booths, tasting tables, or product demos
- Guest Speakers to offer insight and engagement
- Themed activities like trivia, prize wheels, or networking games that encourage mingling

Please share your chosen theme and any entertainment plans with the WCC so they can be incorporated into invitations and event preparation.

DOOR PRIZES

- Co-hosts must provide minimum 3 items valued at \$25+ each
- Prizes may be your own products/services or sourced from local businesses

WEATHER CONTINGENCIES

Outdoor events must have a clear alternate plan.

INSURANCE REQUIREMENT



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Co-hosts must hold general liability insurance to proceed with a BAH event.



BUSINESS AFTER HOURS CO-HOST SPONSORSHIP FORM

Interested in reserving a date on the 2026/2027 Business After Hours calendar?

[CLICK HERE](#) to complete our *Business After Hours Co-Host Sponsorship Form*.

Please note that dates are limited, and all reservations are confirmed on a first come, first served basis.

Contact us today to reserve your spot! For any questions or concerns, please email business@whitehorsechamber.ca.