



HARRISBURG REGIONAL  
CHAMBER & CREDC SM

# B.A.S.H.

Business Appreciation Social Hour  
A Premier Networking Experience

## Hosting Guide



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# B.A.S.H.

Business Appreciation Social Hour

## B.A.S.H. Hosting Fee | \$750

THIRD THURSDAY OF THE MONTH | YOUR LOCATION | 4:00 PM - 6:00 PM

The B.A.S.H. (Business Appreciation Social Hour) is the Chamber & CREDC's premier monthly networking experience, which provides a great opportunity for you to showcase your products, services and facility while highlighting a deserving nonprofit. Event registration ranges on average from 80-125 business professionals. This format is designed to lift up our local nonprofits.

*Note: The host responsible for coordinating event details with the chosen non-profit partner. Time will be given at the event to spotlight both the hosting company and the nonprofit partner.*

### The Chamber will:

- Promote & market your event through weekly emails and our online events calendar
- Handle registration of all attendees, provide printed nametags and manage registration
- Provide a member of the leadership team to offer brief remarks and introduce hosting member
- Provide a list of attendees (name, company name, email address) to the host following the event





## List of Current Vendors and Nonprofits As of March 2023

Contact Information Available Upon Request

### Caterers

The Chef's Apprentice at HACCC\*  
C & J Catering\*  
Cornerstone Coffeehouse & Culinary Kitchen\*  
Duck Donuts  
Exclusively Yours Catering and Events\*  
Flinchy's Restaurant, Deck, & Catering\*  
Giant (all locations)  
Healthy You Café\*  
The JDK Group\*  
Mountain Laurel Catering\*  
Simply Turkey & More\*  
Susquehanna Harvest Seasonal Grill & Wine Bar\*  
Teriyaki Madness\*  
Wegmans (all locations)  
\*Delivers

### Nonprofits

Alder Health Services, Inc.  
American Cancer Society  
Arc of Pennsylvania, The  
Army Heritage Center Foundation  
Art Association Of Harrisburg  
Big Brothers/Big Sisters of the Capital Region  
Boys & Girls Club of Harrisburg Pennsylvania, Inc.  
Brethren Housing Association  
Brighter Days, Inc.  
Byrnes Health Education Center, The  
Catholic Charities  
Center for Community Building, Inc.  
Central Pennsylvania Blood Bank  
Central Pennsylvania Food Bank  
Chronically Strong  
Church World Service Harrisburg  
Family Promise of Harrisburg Capital Region  
Foundation for Enhancing Communities, The  
Foundation for Free Enterprise Education  
Gamut Theatre Group  
Girl Scouts in the Heart of Pennsylvania  
Girls on the Run Mid State PA  
Graceful Acres  
Harrisburg Symphony Orchestra  
Highmark Caring Place  
Historic Harrisburg Association  
Humane Society of Harrisburg Area  
Jewish Community Foundation of Central  
Joshua Group, The  
Junior Achievement of South Central PA  
Latino Hispanic American Community Center (LHACC)  
Midwest Food Bank  
Mission Autism Clinics  
Open Stage  
Planned Parenthood Keystone  
Preservation Pennsylvania  
Salvation Army Harrisburg Capital City Region  
Spotlight PA  
The VOCE  
Whitaker Center for Science & the Art  
WITF

## Your guide to hosting a 5-star B.A.S.H. from your 5-star Chamber!

Thank you for agreeing to host a Business Appreciation Social Hour (B.A.S.H.), formerly Business After Hours. We want to help you make your event a premier networking experience! This guide will help make your event one your guests won't forget and give you tips on **what to have at your event**, **how to promote your event**, and ways to **include a nonprofit partner**.

### ★ ★ ★ Host

- **Heavy Hors D'oeuvres catered by Chamber member**
- **One or two drink tickets for beer, wine, etc.**
- **Giveaway**
- **Share Chamber social media posts promoting the event**
- **Select a nonprofit partner**

### ★ ★ ★ ★ Host

3 star list plus...

- **Open bar**
- **Display table filled with collateral about your business**
- **Host tours of venue**
- **Create one or two social media posts promoting the event**
- **Invite employees, board members, prospective clients, etc.**
- **Encourage nonprofit partner to invite their employees, donors, and board members**

### ★ ★ ★ ★ ★ Host

3 and 4 star lists, plus...

- **Build your own dessert bar**
- **Entertainment (DJ, live music, etc.)**
- **Activities (massage chairs, photo booth, fun games, etc.)**
- **Create a social media video promoting event**
- **Highlight the non-profit partner at the event with a display table for collateral and allow them an opportunity to speak at the event**



The Harrisburg Regional Chamber is the only Chamber of Commerce in Cumberland, Dauphin and Perry counties to receive the U.S. Chamber of Commerce's 5-Star Accreditation—a level achieved by less than 5% of chambers across the nation.

# PUBLICITY PLAYBOOK

## HOW TO PROMOTE YOUR EVENT

Be a 5-star host and promote your event with your employees, shareholders, board members, and potential clients.

### 01 Tell your network

- Write a brief article in your company newsletter about your upcoming BASH; inviting your employees to the B.A.S.H. and telling them why they should want to attend.
- Send an email to your clients and prospects with an invitation to the event!

### 02 Create buzz on social media

- Use your social media channels to publicize your B.A.S.H.; have some fun with photos and videos.

### 03 Publicize your B.A.S.H. on the web

- Be sure to publicize the B.A.S.H. on your business website; include links to the Harrisburg Regional Chamber & CREDC site.

### 04 Mention in meetings

- Mention the B.A.S.H. at your next business or board meeting

#### SAMPLE SOCIAL POST

"[I'm/We are] excited to host a Business Appreciation Social Hour on \_\_\_\_\_ at \_\_\_\_\_. Join us for great afternoon of networking and food! Register today! (B.A.S.H. LINK)

#### EVENT HASHTAGS

#HBGRCBASH #ChamberBASH

#### SHARE POSTS FROM THE CHAMBER & CREDC

Make sure to follow the Chamber & CREDC on our social channels so you can share posts about the event as we promote the event.

#### Sample Emails for B.A.S.H. Host

(Greeting)

You are cordially invited to our B.A.S.H. (Business Appreciation Social Hour) on (Date of B.A.S.H.) from 4:00 p.m. - 6:00 p.m. at (location of BASH) in partnership with the Harrisburg Regional Chamber & CREDC. The B.A.S.H. is the Chamber & CREDC's monthly premier networking experience where regional business leaders and Chamber members gather to network and enjoy great food and drinks.

We are also excited to announce (nonprofit partner) as our non-profit partner! (Include some information about the non-profit partner) At the B.A.S.H. you will have the opportunity to hear more about (nonprofit partner) and the great work they are doing in our region!

If you would like to attend our B.A.S.H. please register at (B.A.S.H. website).

#### Sample Emails For Nonprofit Partner

(Greeting)

You are cordially invited to the B.A.S.H. (Business Appreciation Social Hour) on (Date of BASH) from 4:00 p.m. - 6:00 p.m. at (location of B.A.S.H.) hosted by (B.A.S.H. host name) in partnership with the Harrisburg Regional Chamber & CREDC. The B.A.S.H. is the Chamber & CREDC's monthly premier networking experience where regional business leaders and Chamber members gather to network and enjoy great food and drinks.

We are excited to be the nonprofit partner for this event where we will be showcasing some of the work that we are doing within our region.

If you would like to attend the B.A.S.H. please register at (B.A.S.H. website).

FOR BUSINESS APPRECIATION SOCIAL HOUR

It is required that all catering arrangements be made with Chamber & CREDC members. Please provide the name of your caterer:

Where in your organization's building will the event take place? (For example: In the entrance lobby, large conference room, on the 5th floor, etc.)

Are there any special parking instructions? (Street parking, garage parking, private parking lot, etc.)

Will you be providing a gift for the giveaway? If so, what? We will collect business cards at registration for the giveaway. We recommend the winner must be present to win.

Will you have a nonprofit partner? Tell us a little about your nonprofit partner. **\*Required**

FOR PROMOTIONAL USE

Tell us a little about your organization. (One to two sentences)

Will you have entertainment at your event? If so, who? (DJ, band, etc.)

Why should people attend your B.A.S.H.? (One to two sentences)

**I have read the guidelines and agree to follow them as the host for a networking event with the Chamber & CREDC. I understand that the host fee must be received by the Chamber & CREDC prior to the event date with a non-refundable \$200 security deposit to be submitted with reservation form, applied to the host fee of \$750.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Desired Date: \_\_\_\_\_

Please e-mail this completed form to **Lindsey Holtzman**, Director of Events, at [events@hbgrc.org](mailto:events@hbgrc.org).



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**BOLD LEADERSHIP. VISIONARY MEMBERS. POWERFUL RESULTS.**