



Virtual Business After Hours Information Sheet



Planning your Virtual Business After Hours

COST—The cost to hold a Virtual Business After Hours (VBAH) through the LSCP is \$350. The VBAH Host/Sponsor will have the opportunity to give an up to 20 minute update/Q&A with guests during the presentation portion of the event.

TIMES & DATES – To avoid conflicts with other events/meetings, VBAHs are generally held from 5-6 pm and must be scheduled at least three weeks in advance.

INVITATIONS – The partnership will create an electronic invitation to be emailed to over **2,400** recipients one week before and the morning of the event. The partnership will also advertise the event on social media, on marquette.org and on community calendars.

PLATFORM – The LSCP has a subscription to REMO, a virtual networking platform to be used for VBAH.

PRIZES – Offering prizes at the VBAH is strictly at the discretion of the sponsor. The history of the event has shown that attendance generally increases when prizes are promoted as part of the event.

STRATEGY – To maximize the event to full potential, a partnership representative would be happy to meet with the sponsor prior to the event to share ideas, strategies and train your staff on the REMO software.

DAY OF VBAH– Ten minutes prior to the event, a partnership representative will join the VBAH sponsors and speakers to go over some VBAH “housekeeping.” The LSCP representative will be in charge filtering questions through the program.

VBAH Breakdown

What you receive

- Electronic mailing of **2,400+** invitations
- Facebook Event creation
- Event sharing on LSCP social media and website
- Event management
- Event creation on platform of choice
- Registration monitoring

What sponsors are in charge of

- Prizes
- Coordinating a team member to speak during the event
- Sharing with your network



Partner Webinar Sponsorship Form



The cost to hold a VBAH is \$350. We require a \$100 down payment to reserve your date. Cancellations within 10 days of the event date will result in a forfeiture of the down payment.
Sponsor(s): _____

Contact person: _____

Phone: _____ Email: _____

VBAH date and time: _____

Please list VBAH speakers, their appropriate titles, email address and phone number:

Please provide short description on what attendees will hear from the sponsor (upcoming projects, introducing new product, introducing staff, etc...):

Please list any prizes you would like to advertise:

I authorize that all information provided above is correct. I agree to pay the \$350 fee to hold a webinar and have included a \$100 down payment. I am aware that no refund will be given if I cancel within 10 days of the webinar date.

Signature: _____

Date: _____