

## Good Morning Springfield

Thank you for agreeing to host a Good Morning Springfield (GMS). This is a network building event for Chamber members and their guests. GMS is an ideal opportunity to showcase your business and community leaders in the Greater Springfield area! Because of the popularity and the limited number of events, hosting opportunities are limited.

**Anyone participating in any capacity (hosts, co-hosts, caterers, businesses providing door prizes, etc.) must be members of The Greater Springfield Chamber of Commerce in good standing.**

### 2018 SCHEDULE

<b>February 13</b> Pease's at Bunn Gourmet	<b>March 13</b> Resource One
<b>May 8</b> President Abraham Lincoln Springfield - a DoubleTree by Hilton	<b>June 12</b> Lincoln Land Charity Championship/ Panther Creek Country Club
<b>September 11</b> DreamMaker Bath & Kitchen	<b>October 9</b> Subway

### CONTRACT

\_\_\_\_\_ agrees to host the \_\_\_\_\_, **2018** Good Morning Springfield.  
(Business name) Month/date/year

By signing the agreement, I am committing my company to pay the \$350 sponsorship fee to host The Greater Springfield Chamber of Commerce Good Morning Springfield on the following date: \_\_\_\_\_, **2018**. I also agree to the guidelines listed on the following pages. Month/date/year

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

Chamber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide information for the primary point of contact responsible for hosting this event.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Address: \_\_\_\_\_

Please return the completed contract to The Chamber c/o Bri Coons.

[bcoons@gsc.org](mailto:bcoons@gsc.org) | 217.525.1173 ext. 216

**Lead • Influence • Impact**

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## GOOD MORNING SPRINGFIELD GUIDELINES

### MEMBERSHIP

Anyone participating in any capacity (hosts, co-hosts, caterers, businesses providing door prizes, etc.) must be members of The Greater Springfield Chamber of Commerce in good standing.

### FACILITIES

Event location must be able to accommodate 60 attendees including ample parking and have all facilities, food and beverage service area prepared at least 30 minutes prior to scheduled opening.

### TIME

GMS events are held on the 2<sup>ND</sup> Tuesday of the month from 7:30am – 8:45am.

### PAYMENT

The fee to host a GMS event is \$350 (not including food and drink). An invoice will be mailed the month prior to the event.

### FOOD & BEVERAGES

Host is responsible for providing food and beverages for attendees and must be prepared to serve up to 60 attendees. Food and beverage items must be prepared accordingly:

- ◆ A continental breakfast including rolls, muffins, and fruit will be available.
- ◆ If the host does not normally serve food, the host must use a Chamber member for catering.
- ◆ Beverages to include coffee, juice, and water.
- ◆ The host is responsible for any necessary cleaning/tear-down following the event.

### DOOR PRIZES

The host is encouraged to provide at least one door prize. A list of prize(s) should be provided and approved no later than two weeks prior to the event to be included in promotional materials. While the prize(s) do not have to be from the host business, they must be from a Chamber members in good standing. Chamber staff will organize the door prize drawing area at registration and provide the host with collected business cards following the event.

### INVITATIONS

The host is strongly encouraged to invite their own guests, vendors, clients, etc. and to send reminders the day before the event.

### PROMOTION

The Chamber will furnish all promotional announcements featuring the host in Chamber publications, social media and other Chamber functions. The host logo must be provided to The Chamber after the contract has been signed in order to be included in event promotion material. The host should email the logo to the Events Manager (contact information can be found on the contract page). The logo must be hi-res and preferably in .png format. Host is encouraged to share this information through their own available networks and marketing avenues. When promoting your Good Morning Springfield, the event should be referred to as “The Greater Springfield Chamber of Commerce Good Morning Springfield.”

**REGISTRATION**

Chamber staff will arrive at least thirty minutes prior to the event to set up registration. Chamber Ambassadors will act as greeters to welcome guests and check-in. The host may provide a person at registration to provide information and welcome members. The host is responsible for providing a sign-in area including one eight-foot table, three chairs and a small wastebasket.

**ADMISSION FEE**

The Chamber will collect \$5 for members and \$10 for non-members. This revenue will be retained by The Chamber to offset expenses and to enhance other Chamber programs. Employees of the host will be admitted free of charge. Spouses of employees will assume the normal charge.

**CANCELLATION POLICY**

In order to receive a refund, the host must contact the Events Manager in writing at least 60 days prior to the event. A refund will not be given if the request for cancellation is less than 60 days prior to the event.