



Downtown South Business Networking 2013 Host Application

All Downtown South Business Members are eligible to host a Business Networking. Please complete this application to express your interest in hosting a Business Networking event. Submit your application electronically to holly@DowntownSouthOrlando.org, by fax to 407-240-0803 or mail it to P. O. Box 568952, Orlando, FL 32856. **A list of host responsibilities is included on page 2.**

Business Name (or names if you are choosing to co-host with another Downtown South member business):

Physical Address of Event: _____

Contact: _____ Phone: _____

Website: _____ Email: _____

Description of product or services: _____

Purpose of event: ☐ Grand Opening ☐ Anniversary
 ☐ Remodel ☐ Business Exposure
 ☐ Networking Other: _____

Briefly describe your event plans (facility tours, entertainment, refreshment, door prizes, charity tie-in, etc.): _____

On behalf of _____ (company name), I, _____
(print name) am requesting that Downtown South hold a Business Networking Event on:

1st choice _____ (date), 20____.

2nd choice _____ (date), 20____).

I have reviewed and agree with the responsibilities associated with the hosting this event.

Signature: _____ Date: _____



Downtown South Business Networking Host Responsibility Outline

LOCATION

- Provide space for 30 – 50 guests
- Ensure ample parking for guests is available

PROMOTIONS

- Provide logo to Downtown South at least three (3) weeks prior to your event, for use in the business newsletter, e-blast reminder, and the news/events section of website.
- Provide event details to Downtown South for use in promoting your event.
- Send out personal invitations to your own clientele which helps draw a larger crowd.

REFRESHMENTS

- Hors d'oeuvres and beverages for 30-50 guests.
- Alcoholic beverages are optional.

PROGRAM

- The event begins at 5:30 and ends at 7:30 p.m.
- Downtown South will handle registration and collect business cards for door prize entries.
- The host will have the opportunity to talk about who they are and what they do. You may use this time to announce new products or services, share a brief company history, or highlight attributes that set you apart from your competition.
- Tour of your business and demonstrations are highly recommended. Use this opportunity to show off.
- Encourage your staff to attend; we would like to get know them too!

DOOR PRIZES

- Door prizes are always a hit! Please provide a **minimum of three (3)** door prizes with a minimum value of \$10 each.

DOWNTOWN SOUTH PROVIDES

- Pre-event coordination, including scheduling date, time and place.
- Promotion prior to the event in Downtown South business newsletter, and news/events section of website and invitation to Downtown South members.
- Staff registration table with name tags, sign-in sheet and business card drop for door prizes. Hosts will receive a spreadsheet with attendee contact information for post-event follow up.
- Representation from the Downtown South Board of Directors and Economic Restructuring Committee

For additional information regarding Downtown South Business Networking, please contact Holly Vanture, Program Manager at holly@DowntownSouthOrlando.org or 407-715-3315