

Business Mixer Chair's Duties

1. Schedule and coordinate a quarterly business mixer.

- A. Evening Mixers should start between 5:30pm and 6:00pm and last for two hours. They should be held at one of the better hotels, restaurants or country clubs in your area to ensure a good turn-out
- B. Morning and Afternoon Mixers are held during your regular meeting hours at your meeting location.
- C. Business Mixers are never to be held at a member's place of business.
- D. Attendance at these Business Mixers is obligatory.

2. Remind members about attendance.

Remind members that attendance at the mixer is mandatory (per the bylaws). At the next chapter meeting members are given a "gentle reminder" (fine) of \$10 for non-attendance.

3. Prepare a budget.

The business mixer budget must be submitted to the Board 30 days prior to the event for approval.

A. The Business Mixer Budget should equal prorated quarterly dues multiplied by your membership. (Example: prorated dues \$12.00 x 30 = \$360.00) This is an adequate amount of money for a successful Business Mixer when handled correctly. One exception when the Board may approve a higher budget, for the Holiday Mixer.

Here are a few examples:

25 members x \$12.00 = \$300.00

40 members x \$15.00 = \$600.00

65 members x \$13.00 = \$845.00

The majority of your money will be spent on refreshments. If you are expecting 40 people to attend, use the 20 percent rule and have the hotel prepare food for 32. The remaining money will be utilized for inexpensive invitations for the membership and a Chapter raffle prize.

4. Invite guests and get the word out.

- A. Invite guests including those from your local Chamber whose category is not represented in your chapter.
- B. Four weeks prior to the mixer, give each member 5 invitations to distribute to prospects. Keep plenty of invitations on hand and have members send out more.
- C. Coordinate your event information with the chapter Publicity Chair for press releases.

5. Secure Door Prize donations.

- A. Six weeks prior to the mixer, ask members to donate items or services for a door prize drawing.

6. Organize the Mixer

Mixers should be stand-up affairs to get people to mingle. The only chairs or tables are for door prizes, food or showboaters

- A. Assign two Business Mixer Committee members as greeters and have them located at the door.
- B. Arrive early to prepare the greeting table (containing guest badges, brochures and a sign in sheet).
- C. Place the food table in the center of the room with the door prize table close by.
- D. Never have an open bar (for legal reasons).
- E. The Business Mixer Committee should pass out Mixer ballots (as guests arrive).
- F. If the group has fewer than 50 people attending, pass the Tip Bucket and give commercials.
- G. Raffles are presented to winners by donors, who give a short commercial about their product or service.

7. Check the bill.

Prior to the payment of the bill, the Mixer Chair will review the costs with the Treasurer, and ensure that they are accurate.

8. Consider joint Business Mixers.

- A. Have joint mixers with other local chapters. This saves on costs and creates a larger ad bigger event.

9. Coordinate speaking assignments with the president.

Decide on which members will speak. President opens and concludes the mixer by inviting interested guests to attend the next chapter meeting.

10. Ensure members understand the No Alcohol Policy

Under NO circumstances shall a LeTip International Chapter provide alcohol at any chapter function. The following LeTip Bylaw applies:

Article XI – Committees Section 4:

The Business Mixer Chairperson shall promote at least four Business Mixers per year with members and their guests. **Under no circumstances shall the Chapter provide liquor to members or guests.** The Business Mixer replaces the weekly Business meeting.