



## New Oxford Area Chamber of Commerce Mixer Guide

*Are you interested in hosting a mixer but aren't quite sure what that entails? Read on for more information!*

- **Is there an additional fee for hosting a mixer?** No, hosting a mixer is a free perk of being a Chamber member. The mixer host is only responsible for the cost of refreshments and door prizes/giveaways (if applicable). A Chamber staff member will be available to assist as needed throughout the mixer.
- **When should I host the mixer? How long should the mixer be?** Mixer hosts get to choose the date and time of their mixer (contingent on availability of Chamber staff). We recommend a late afternoon/early evening time frame on Tuesday, Wednesday or Thursday. Two hours is the average length of a mixer.
- **How will the event be promoted?** The Chamber promotes the mixer in a variety of ways including email blast, the quarterly newsletter and Facebook at no additional cost to the host. The host is also encouraged to promote the mixer. A mailing list of Chamber member businesses is available if the host would like to send out physical invitations. The cost of physical invitations and postage are the responsibility of the mixer host.
- **Who can attend the mixer?** This is up to the discretion of the host. The mixer can be strictly for New Oxford Chamber members or it can be open to both members and your customers/the general public.
- **Should I serve food at the mixer?** While food is not a requirement, we recommend serving light refreshments at the mixer. Some examples are: veggie or fruit trays, cheese and crackers, chips, pretzels, cookies, water, lemonade or soda. We can provide an approximate attendee count in advance.
- **What supplies or additional items will I need for the mixer?** The Chamber will provide name tags and a sign-in list (upon request). Hosts are welcome to have a door prize and/or give promotional items to attendees.
- **What should I do if I'm interested in hosting a mixer or if I have a question not answered in this guide?** Please contact our Director of Membership & Marketing, Michaela Shaffer, at [info@newoxford.org](mailto:info@newoxford.org) or (717) 624-2800 for assistance. Please note we also offer ribbon cutting opportunities as part of your membership.