

Hosting a *BBOT Business Mixer* is a great way to showcase your business and bring people through your doors! We help publicize the event and your business by promoting it across our various communication channels and we manage all aspects of event administration.

At the event itself, there is the opportunity for the host to speak to the members, distribute promotional materials, and to conduct tours of the facility.

In order to ensure your event's success, the hosting organization should supply the following:

- Identified areas of the venue which are accessible to members
- Parking information (e.g. complimentary passes, reserved spaces, etc.)
- Registration area for signing in. (Registration staff is provided by BBOT)
- Coat check/rack if necessary
- Area(s) to display BBOT promotional materials and signage
- Podium and/or space for speeches and introductions (with AV if available)
- Adequate catering service, including:
 - Selections of light foods and appetizers
 - Complimentary beverages (eg: wine, beer, coffee, tea, soft drinks, etc)
 - Purchase of special events license for alcohol service (as needed)
 - Utensils, napkins, cups, plates, and disposal bins
- Adequate space for attendees
- Adequate chairs for partial seating
- Adequate staff on hand to represent host and assist where needed

Optional:

- Cash bar service for additional beverages
- Music for ambience
- Door Prize(s) for attendees
- Activities, tours, games
- Other A/V equipment as needed



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