



Scheduling a Mixer

Thank you for your interest in scheduling a Greater Lowell Chamber mixer! Mixers are a great way to showcase your business/organization, network and gain exposure. We are happy to help you coordinate a mixer at your business/organization. Please consider the following things:

What month would you like to host your mixer?

- We typically have two mixers a month (three at the most), one of them being an evening mixer. Please go to www.greaterlowellchamber.org to check and see what we already have scheduled.

Time of day you'd like to host the mixer:

- Morning: 7:30am-9:00am
- Afternoon: 12:00pm-1:30pm
- Evening: 5:00pm-7:00pm
- * Evening mixers are reserved for hotels and restaurants

Day of the week:

- Tuesday-Thursday tend to be the best times to host a mixer

Who to Invite?

Think about who you would like to attend your mixer and consider inviting some of your colleagues and business network. Are you going to invite people to attend (colleagues, business contacts, etc.) or would you just like Chamber members to attend? That's entirely up to you!

Marketing & Promotion:

Are you going to help promote the mixer via email, social media, personally inviting people? Again, that's entirely up to you! The Chamber will work hard to promote this event for you via email, in person at events, social media and radio.

Day of Logistics:

- Is your space big enough to hold more than 20 people? If not, you will probably want to host Power Networking, which is limited to the first 20 people that sign up.
- Do you have a place for people to sit?
- As a host, we ask that you supply refreshments for our attendees. These are typical refreshments for a mixer:
 - Morning: Coffee, Juice, Water, Fruit & Pastries
 - Afternoon: Water, Coffee, Soda, Sandwiches, Salad, Pizza, Chips, Cookies
 - Evening: Water, Soda, Cocktails (Beer and Wine are fine), Appetizers
- You will have the opportunity to speak at the mixer about your business/organization. It's helpful to plan in advance what you'd like to say so you don't forget anything important about what you do.
- Would you like to give a tour of your office or facility at the mixer? It helps to know in advance who will be giving the tours.

Please contact Emma Brooks, Event & Communication Coordinator, at 978-459-8154 or ebrooks@greaterlowellchamber.org to schedule your mixer!

www.greaterlowellchamber.org

