



Guide to Hosting a Fun@5 Event

(Updated February 2022)

Fun@5 events provide members with an opportunity to showcase their business/organization in a relaxed “open house” atmosphere. This event allows current and potential customers to discover what the hosts have to offer, while providing a quality networking opportunity. Limited to a maximum of two events per month, Fun@5 events are held on Tuesdays or Thursdays from 5 pm to 7 pm and are open to all GWCC member employees, their guests and non-members.

Host Requirements

Hosts must be member investors in good standing. In addition, the event may be co-hosted or hosted by a group of member businesses/organizations. While non-members can be co-hosts, the GWCC will not market non-member businesses/organizations. Hosts must be able to provide the following:

- A private facility accommodating a minimum of 75 people with parking within close proximity of the facility. For an outdoor event, host must provide a large tent or indoor alternative in case of inclement weather. Public spaces (e.g. parks) are prohibited. Event location must be clean, handicap accessible and have working restrooms. Event location is subject to approval by the GWCC and may require a site visit to determine appropriateness. If the facility will be open to the public during the event, there must be a semi-private or private area for the event.
- Food for an average of 75 people. Hors d'oeuvres are suggested, but full meals are also welcomed. Food must be purchased or prepared in a commercial kitchen. Homemade food is prohibited. Visit the GWCC's [member directory](#) for a list of potential vendors to work with.
- Approximately three complimentary drinks per person (alcoholic and non-alcoholic). Due to state and local laws relating to the sales of liquor on premises, it is recommend the event be held at a facility that already holds a liquor license. If the host facility does not have a liquor license, in most cases, a Temporary Class B/Picnic License can be applied for by the GWCC. If the facility is in the Village of Rothschild, the location of the event must be moved to a facility that currently holds a liquor license. Hosts are responsible for finding a bartender who is licensed in the municipality of the Fun@5 to be on site during the event.

Host Responsibilities

- Provide large table, two chairs and a small waste basket for volunteers to check-in attendees.
- Provide host business/organization's logo, along with any co-host logos.
- Provide a guest list (of up to 10 guests that are not working the event), to the GWCC in advance to incorporate into the registration list.

Maximizing Event Impact (Optional)

- For purposes of promotion, set up a table or a display booth outlining products and/or services.
- Offer tours of facility.
- Prepare a short presentation to welcome guests and share insight into business/organization. Host must provide sound system (if applicable).

- Provide a door prize. Collect business cards/entry slips as leads. Host must provide drawing bowl, entry slips, signage. If prize is known in advance, GWCC can promote. It is recommended that attendees be present to win.
- Provide music/entertainment to add to the ambiance of the event.
- Provide interactive activities to add to the engagement of attendees (e.g. bean bag toss).

Selection & Notification Process

- GWCC will review all interest forms on a first-come, first-served basis to determine eligibility and appropriateness of the event location in order to ensure a quality event for both parties.
- GWCC will notify potential hosts and apply for a liquor license if necessary. The GWCC will not begin marketing the event until a liquor license has been approved.
- Upon receipt of liquor license (if applicable), GWCC staff will work to finalize event details for marketing.
- To ensure a diversity in locations, if host held a Fun@5 within the last two years, they are ineligible to host again (unless pre-approved by GWCC) for two years.

GWCC Requirements & Responsibilities

- Apply and purchase a Temporary Class B/Picnic License (if applicable).
- Provide all pre-event marketing.
- Collect online registration fees, register attendees, manage check-in and provide name badges.
- Submit a preliminary count approximately three days prior and an estimated count the morning of the event.
- Arrange for volunteers to greet attendees as they arrive.
- Provide signage including host logo(s).
- Provide a list of attendees (excluding email addresses per the GWCC's policy) following the event.

Cancellation of Event

- Should the host cancel the event within three months of the event date, a penalty fee of \$1,000 will be due to the GWCC.

Questions? Contact the Greater Wausau Chamber of Commerce Programs Team at 715-848-5953 or programs@wausauchamber.com.