



Guide to Hosting a Nothing But Networking Event

(Updated February 2022)

Nothing But Networking is a bi-monthly event in which each attendee gives up to a two-minute elevator pitch about their business to the group. Nothing But Networking is open to all GWCC member employees and are held at varying times throughout the month and time of day.

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 30 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 30 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.
- A minimum of one complimentary drinks per person.

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 up to two names of guests attending 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 following event.
- Prepare a short presentation (up to five minutes) 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.

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 confirm details with potential hosts.

- To ensure a diversity in locations, if host held a Nothing But Networking within the last two years, they are ineligible to host again (unless pre-approved by GWCC) for two years.

GWCC Requirements & Responsibilities

- Provide all pre-event marketing.
- 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.
- 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 \$500 will be due to the GWCC.

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