

How to Host a Mixer

How many people attend mixers?

50-80 people

What do I, the host business, need to provide?

Zero Waste

The Arcata Chamber has joined the City of Arcata in working to achieve the City's state-imposed waste reduction goals. In agreeing to host a mixer, you are agreeing to refrain from using plastic water bottles, paper, plastic or "compostable dishware." We encourage the act of composting food scraps from your mixer, but the best choice for dishware is reusable (compostable dishware is still more energy and resource intensive than reusable dishware). If any caterers will be serving food or drink at your mixer, they must also be compliant with these zero-waste guidelines. Be sure to confirm with them and let us know if you need assistance. The Chamber is happy to provide reusable plates and cups, as well as composting!

Refreshments

Traditional refreshments include wine, beer, and a variety of finger foods. Include a non-alcoholic beverage (water is fine). Feel free to get creative with a specialty of your organization, or try hiring a caterer. Helpful tip: make your food something easy to eat while standing and socializing.

Consider hiring a fellow Chamber Member to cater your mixer!

<https://business.arcatachamber.com/list/ql/restaurants-food-beverages-21>

Raffle Donations

Your business is responsible for providing at least three raffle prizes with a value of at least \$25 each. This is a great way to exhibit your business or turn mixer attendees into customers with a gift card.

Entertainment

Providing entertainment is not necessary but can help make your event a memorable one. Hire local musicians, organize a quiz or trivia about your business, or have a theme to your Mixer, do tours. Whatever fits your business!

What does the Arcata Chamber provide?

If you have tables that we can borrow, it makes our load-in and out easier!

- Microphone and speaker system.
- Chamber staff and ambassadors to greet guests, run raffle/door prize drawing.
- Chamber Staff, Board Members, and Ambassadors to lead introductions and announcements.
- One table for the welcome table.
- One table to display raffle and door prizes.
- Advertising your First Thursday Mixer in our e-letter, on our website, and social media.

What is the schedule?

4:45 - Chamber staff arrive to help set up

5:30 – 6:10 - *Meet and greet, mingle, food and drink.

6:15 - Welcome from the Chamber. Welcome from our Mixer Host.

6:25 – 7:00 - Raffle and door prize drawing, interspersed with Buck-A-Cluck announcements.

7:00 - Announcement of next mixer location, farewell.

Any questions?

You're throwing a party for your fellow business community to give them a direct experience with who you are and what you offer. We would love to help you brainstorm your mixer and come up with ways to promote your event. Do not hesitate to check in with us about anything!