



Hosting a Port Orchard Green Drinks

Thank you for considering hosting a Port Orchard Green Drinks. The Green Drinks program was designed to celebrate environmental sustainability. We have molded the concept into our own networking event with local businesses and anybody who is environmentally friendly. Participants are encouraged to bring their own glasses.

Hosting a Green Drinks event can be a lot of fun and a great way to meet new people. Each Green Drinks is conducted a little differently throughout the County.

The hosts for Port Orchard Green Drinks are expected to:

- Provide a location that will comfortably handle 40 to 50 people
- Provide hor d'oeuvres for those attending. It is not a meal, but a snack.
- Provide beverages for those attending. Drinks typically includes Wine and a non-alcoholic option. We have had some host offer beer and cider also.

During the event, you will be given the opportunity to introduce yourself and your business. We encourage door prizes and usually ask those attending to bring something if they wish. Door prizes are not required.

The South Kitsap Chamber of Commerce and the Port Orchard Bay Street Association will promote the event on social media, our website, and newsletters. We encourage the host and all their friends to share and promote it also.

The Chamber will also set up the ticket sales online and usually support the admissions at the door. Tickets are presold online for \$10 and at the door for \$15.

The host will be reimbursed 75% of the money collected for admissions. Any expenses incurred are the responsibility of the host. We try to provide a headcount prior to the event, but Port Orchard is notorious for not preregistering for events.

There are not additional permits required for this event. It is a private ticketed event.

To sign up as a host complete the application on the next page and send it to the Chamber.

Application to Host a South Kitsap Green Drinks

Business Name: _____

Business Address: _____

Business Point of Contact: _____

Business phone number: _____

Point of Contact Email address: _____

I recognize that as the host is responsible for:

- Providing a location that will comfortably handle 40-50 people, regardless of weather conditions.
- Provide hor d'oeuvres for those attending. It is not a meal, but heavy snack.
- Provide beverages for those attending. Drinks typically includes Wine and a non-alcoholic option. Some host offer beer and cider also.
- I will promote my green drinks event to my customers and associates.
- The venue will be available at 5:00 pm
- Assist the Chamber and volunteers with registration.
- Encourage attendees to provide door prizes

I recognize that the Chamber will:

- Promote the event online with social media, newsletter, and web listing
- Set up online ticket sales
- Assist with the registration during the event
- Encourage attendees to bring door prizes
- Reimburse the host 75% of the proceeds collected.

I have read and understand what is expected of me as the host for the South Kitsap Green Drinks. I wish to host during the month of _____.

Signed: _____

Date: _____

Received by: _____

Date: _____