

BA5 Host Information Sheet

Business South in partnership with our members enjoy hosting Business After Five (BA5) events in Dunedin, Central Otago and the Waitaki. Our BA5s are extremely popular with members and are hosted by all types of businesses from automotive garages to orchards to legal firms ... at the end of the day our aim is for hosts and members to have a thoroughly enjoyable evening in a friendly and relaxed atmosphere.

What are the benefits of members attending a BA5?

These popular networking events allow Business South members the opportunity to build relationships and connections with a wide range of people, to share what they do, promote their products and services, and enjoy talking to new and like-minded people.

What are the benefits of hosting a BA5?

Hosting a BA5 provides you with the opportunity to showcase your business, introduce yourself and your team, share and celebrate what you do, promote your products and services (or a new product, service or venture) and/or display your premises to Business South members in your region.

What do I need to do as host?

Hosting a BA5 is simple. Our Business Navigators are there to provide support every step of the way and to ensure your evening is a rewarding and enjoyable experience for you.

Here's what you need to do...

Booking:

Our Business Navigators will work with you to confirm a suitable date. BA5s are held on the following days of the month:

- Dunedin - the last Thursday
- Central Otago - the third Thursday
- Waitaki - the first Monday

Venue:

As a host you need to provide a suitable venue for your BA5. This is often the host's business premises, however you are welcome to hold your event at any location that is safe and easily accessible to members.

Duration:

BA5s are generally held between 5.15pm and 7.00pm.

Catering:

As a host you need to provide members with drinks and nibbles suitable for 40-60 attendees. The volume and variety are at the host's discretion, but it is strongly recommended that they consist of light snacks with beer, wine and non-alcoholic drinks with appropriate staff to circulate them. Within 48 hours of the event, we will provide you with an estimated number of members who have registered to attend, provide regular updates on expected numbers and confirm any dietary requirements (which must be separated and clearly labelled at the event).

Invitations and RSVPs:

Once you have confirmed the date and venue of your BA5 the Business South will promote your event via their communication channels and manage RSVPs (via website registrations) on your behalf. You are also welcome to provide us with a list of additional guests you would like to invite.

Format:

As a host you are welcome to format your event in a style that suits you. Many hosts like to create an informal feel to their evening and avoid too many speeches and 'selling'. A recommended format would be as follows:

- Drinks and nibbles on arrival provided by the host
- Welcome from the Business South and an introduction to the host
- 10-15 minute presentation from the host towards 6.00pm in a style they consider to be appropriate
- Business card prize draw (the host provides a prize which can be related to their business)
- Continued networking.

We do recommend you think about having a theme or angle if possible, to ensure your event sounds interesting and/or entertaining (this especially helps with marketing your event to members). Our Business Navigators are happy to work with you on creating a format that best suits your needs.

Set-Up:

At the venue please provide a container to collect attendees' business cards (for the prize draw) and a place to securely store coats and bags. You are also welcome to take the opportunity to address members and guests and to promote your business with displays, sales materials and/or products.

What if I don't have any experience at hosting events?

Don't worry if you are not a confident event organiser. Our Business Navigators are available to help and guide you. They will also arrange/manage:

- A meeting with you to ensure your venue is suitable and to discuss a recommended layout
- RSVPs and generate an attendee list and name labels for registrations
- Staff to assist at registration and facilitate the function
- Final list of attendees to contact and for promotional activities after the function
- Business South CE (or an appropriate person) to make a welcome speech and introduce the host.

Is there a cost for hosting a BA5?

Business South charges an administration fee for Dunedin and Waitaki BA5s to cover the facilitation of your event. The fees are:

- Dunedin members - \$500 (+GST)
- Central Otago and Waitaki members - No charge

You also need to cover the costs of your catering, your venue (if applicable) and any additional products and services you choose to include as part of your evening.

If you would like to host a BA5 event, please contact our team:

Dunedin: Lloyd Maole - Business Navigator
Phone: 021 499 719
Email: lloyd@wfgcd.co.nz

Central Otago: Emily Miazga
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