

2025 Business After Hours Event Guide



The Esperance Chamber of Commerce and Industry (ECCI) Business After Hours (BAH) is a monthly networking function that allows Chamber members to showcase their business to the Esperance business community. BAH is held once a month during the week, except in December and January. The event commences at 5.30pm, with formal presentations at 6.00pm. There is no cost to attendees.

Members of the ECCI are invited to host a BAH, with up to 2 fellow members; co-hosts can be determined by the host or ECCI can schedule suitable co-hosts. Co-hosting these events maximises attendance and can broaden representation from other industry sectors. Event costs including catering, beverages, venue hire (if applicable) and an administration fee. Costs will be split evenly between co-hosts.

The following guidelines ensure the event is a positive experience with thorough planning and ensures a successful and enjoyable evening.

Initial booking:

- The booking should be made as early as possible, to ensure your preferred date is available.
- Upon booking, please advise if you wish to hold the event at your premises, or if you prefer an external venue (advise budgetary constraints).
- Please advise if you wish to co-host and if there is a preferred industry. The ECCI will do its best to find a suitable co-host based on the above feedback and premises availability.

3 months prior:

- Confirm the date and time of the event and venue preferences. ECCI will source alternative venue options if it is not being held at co-hosts' premises.
- If the event is being held at the business premises, ECCI will require a site visit to determine whether BAH is feasible in the space.

6 weeks prior:

- ECCI to confirm venue.
- Host to provide ECCI with a high-res electronic copy of company logo, and about 100 – 150 words about the host and a photo. If you are celebrating a special event, please include this information.

Roles and Responsibilities

Description	ECCI	Host (You)
Booking in your Event	We will add this into our event calendar and on our website.	Ensure staff and any company guests are available for your event.
Invitations	ECCI will send an invitation to all members, approximately 4 weeks prior to the event.	Please provide any contacts you would like ECCI to invite. We will provide graphics and a registration link that you can share.
Admin & Marketing Fee	<p>ECCI will create the following marketing assets:</p> <ul style="list-style-type: none"> • Social media tile (1080x1080px) • Newsletter tile (900x600px) <p>We will promote your BAH event via our:</p> <ul style="list-style-type: none"> • Facebook Page • Instagram Page • Fortnightly newsletter (Business Essentials) • Weekly newsletter (Weekly Update) • Website 	Admin, Event Planning & Marketing fees equal \$350 and can be split evenly between co-hosts.
Registrations	ECCI will create a registration page and encourages all attendees to register via this page.	Don't forget to encourage people to register!
Finding a Venue	If required, ECCI will source quotes from 3 venues, based on the host requirements. ECCI will liaise directly with the venue on event requirements.	The host should advise upon booking if they wish to hold the event at their premises. If not, they should provide ECCI with venue expectations (venue, capacity etc.)
Catering	ECCI will source 3 catering quotes and proceed with the hosts' preference. ECCI will include dietary requirements when providing the final numbers to the venue.	<p>Hosts should expect to pay approximately \$15 per person.</p> <p>Hosts are permitted to cater their own BAH, however, should consider food safety and storage, guest dietary requirements and ensure there is adequate food for all guests. If you are co-hosting, all hosts must agree to this catering arrangement.</p>

Roles and Responsibilities

Drinks	<p>ECCI will organise drinks, glassware and ice buckets, and you will be charged for drinks consumed on the night.</p> <p>Drinks will include a selection of wine, mid-strength and full-strength beer, soft drinks and water.</p>	<p>Hosts should expect to supply 2 drinks per person.</p> <p>For BAH held at the business' own premises, beverage costs will be calculated on a consumption basis.</p>
Door Prize	<p>ECCI can organise a door prize on the hosts' behalf, and the cost will be on charged to the co-hosts. The door prize will include local products.</p>	<p>A door prize may be supplied by the host. ECCI can source the door prize if required, which will include local products up to the value of \$100.</p> <p>If you would like to reduce costs, ECCI will arrange a sponsor to provide the door prize. Please let us know which way you'd like to proceed.</p>
Guest speakers	<p>ECCI will provide an MC for the evening.</p>	<p>Hosts are required to have one guest speaker (generally a representative from the organisation) for up to 15 minutes. The host should advise ECCI once the guest speaker is confirmed.</p>
Trestle Table & Bins	–	<p>If the event is held at your premises, please ensure there is 3 x trestle tables (or similar) for glassware and registration.</p>
Bins	–	<p>If hosting at the business premises, hosts must supply adequate bins around the room for rubbish and bottles/cans.</p>
Microphone / Projector etc	<p>ECCI will provide a microphone and projector if required.</p>	<p>The host to advise if their guest speaker will require projector and microphone.</p>

Cost Considerations

Hosts should consider the below budgetary requirements for hosting a BAH event. If you are co-hosting, the cost will be divided evenly between co-hosts, unless there is an alternative agreement among hosts.

Item	Estimated cost
Venue hire	Venue hire may be charged.
Admin fee	\$350
Catering	Hosts should expect to pay approximately \$15 per person.
Drinks	Hosts should expect to supply 2 drinks per person. Additionally, soft drink and ice will be purchased for the event. For BAH held at the business' own premises, beverage costs will be calculated on a consumption basis. Drinks will include a selection of wine, mid-strength and full-strength beer, soft drinks and water.
Door prize	A door prize may be supplied by the host. ECCI can source the door prize if required, which will include local products up to the value of \$100.
Other costs	This may include, but is not limited to: <ul style="list-style-type: none">- Any décor as requested by the host- Glassware breakage (if this has been hired)- Damage of any ECCI equipment

How to Book

We are now taking bookings for 2025.

For any queries or if you would like to host a Business After Hours event in 2025, please email eo@esperancecci.com.au or call 08 9071 5142.