



## 2024 Event Planning Guide

Ribbon Cuttings \* Wake Up Westmoreland \* BASH \* Lunch & Learns \* Webinars

241 Tollgate Hill Road  
Greensburg, PA 15601  
724-834-2900

Updated 10/17/23

# Ribbon Cutting



EVENT OBJECTIVE	<p>A celebration event for new businesses or new locations. Ribbon cuttings are reserved for business within 6 months of opening or moving. Anniversary ribbon cuttings are limited and at the discretion of the Chamber.</p> <p>The event is a great way to get our members to visit and hear about your business and to get some publicity.</p> <p>The event will be open to all of our members and you may invite your own colleagues, family, and friends.</p>
DATE AND TIME	<p>Dates and times are flexible for ribbon cuttings, but we suggest Tuesdays or Wednesday either from 11:00 am – 12:00 pm or 4:00 pm – 5:00 pm to get the best turnout.</p>
LOCATION/VENUE	<p>At your place of business.</p>
NUMBER OF ATTENDEES	<p>We typically see 20-30 in attendance.</p>
COSTS	<p>There is no direct fee to host a Ribbon Cutting.</p> <p>There is no cost to attendees of this event.</p> <p>Your cost would be the cost of any food and drink that you would like to provide.</p>
HOST EXPECTATIONS	<ul style="list-style-type: none"> <li>• Provide food to the group. Appetizers or a lighter meal is suggested. Wine or beer can be served if you desire.* Our team can offer some option ideas.</li> <li>• Hosts are welcome to provide a gift or promotional item, but it is not required by any means.</li> </ul> <p style="text-align: center;"><i>This is YOUR event, so we are open to ideas!</i></p>
CHAMBER EXPECTATIONS	<ul style="list-style-type: none"> <li>• Run the registration portal on our web site</li> <li>• Post the event once in a stand alone post on Facebook</li> <li>• List in our weekly events email</li> <li>• List on the events page in our monthly newsletter</li> <li>• Facilitate the introductions at the event</li> <li>• Provide the ribbon and large scissors for the ceremony</li> <li>• Take photos and post on Facebook and LinkedIn within a day of the event</li> </ul>

## Proposed Schedule

Start Time	End Time	Activity
4:00	4:20	Networking/Food
4:20	4:40	Introduction of host/speech
4:40	4:50	Ribbon cutting ceremony and photos



# Wake Up Westmoreland Breakfast



EVENT OBJECTIVE	<p>A networking event for members that allows all members to introduce themselves and provide a 30-60 second "elevator" speech to the group before the work day begins.</p> <p>The host company will then speak to the group about what they offer and do. If a tour is possible, this is also a great suggestion so long as it fits into the one hour time frame.</p>
DATE AND TIME	<b>Typically</b> on the 3 <sup>rd</sup> Tuesday of the month from 8:00 am - 9:00 am [SEE PAGE 5]
LOCATION/VENUE	The idea is to show off your company, so having it at your facility is the best option.
NUMBER OF ATTENDEES	We typically see 20-30 in attendance.
COSTS	<p>There is no direct fee to host a Wake Up Westmoreland. They are open to members on a first come/first serve basis. Members can hold a Wake Up Westmoreland, so long as they have not held such an event in the last 12 months, unless there are vacancies. This allows more members to have the opportunity to host.</p> <p>There is no cost to attendees of the event.</p>
HOST EXPECTATIONS	<ul style="list-style-type: none"> <li>• Provide a breakfast to the group. Our team can offer some suggestions.</li> <li>• Hosts are welcome to provide a gift or promotional item, but it is not required by any means.</li> </ul> <p><i>This is YOUR event, so we are open to ideas!</i></p>
CHAMBER EXPECTATIONS	<ul style="list-style-type: none"> <li>• Run the registration portal on our web site</li> <li>• Post the event once in a stand alone post on Facebook</li> <li>• List in our weekly events email</li> <li>• List on the events page in our monthly newsletter</li> <li>• Provide name tags</li> <li>• Facilitate the introductions at the event</li> <li>• Take photos and post on Facebook and LinkedIn within a day of the event</li> </ul>

## Proposed Schedule

Start Time	End Time	Activity
8:00	8:30	Networking/Breakfast
8:30	8:40	Introduction of guests/30-60 second speeches
8:40	8:50	Introduction of host
8:50	9:00	Tour (if desired)



# BASH (Business After Scheduled Hours)



EVENT OBJECTIVE	An after-hours networking event for members.  Food and drinks are provided for members to enjoy.
DATE AND TIME	Once a month, typically on the last Wednesday of the month from 4:30 pm-6:30 pm (SEE PAGE 5)
LOCATION/VENUE	Typically at your place of business, though you can connect with another business if a different location is needed.
NUMBER OF ATTENDEES	We typically see 50-60 in attendance.
COSTS	They are open to members on a first come/first serve basis. Members can hold a BASH, so long as they have not held such an event in the last 12 months, unless there are vacancies. This allows more members to have the opportunity to host.  Food and drink cost is the responsibility of the host.* Details can be discussed with chamber staff.  Because Dollar Bank sponsors these events, there is no fee for attendees.
HOST EXPECTATIONS	<ul style="list-style-type: none"> <li>• Provide appetizers or light food options for guests. Since it is an after hours event, wine or beer options may be expected by guests.* Our team can offer some suggestions.</li> <li>• Hosts are welcome to provide a gift or promotional item, but it is not required by any means.</li> <li>• If a non-profit – host can coordinate their own 50/50 and half the profits can go back to the non-profit.</li> </ul> <p style="text-align: center;"><i>This is YOUR event, so we are open to ideas!</i></p>
CHAMBER EXPECTATIONS	<ul style="list-style-type: none"> <li>• Run the registration portal on our web site</li> <li>• Post the event once in a stand alone post on Facebook</li> <li>• List in our weekly events email</li> <li>• List on the events page in our monthly newsletter</li> <li>• Provide name tags</li> <li>• Take photos and post on Facebook and LinkedIn within a day of the event</li> </ul>

## Proposed Schedule

Start Time	End Time	Activity
4:30	5:15	Networking/Food
5:15	5:30	Introduction of host
5:30	6:30	Networking



# Open Dates (Wake Up Westmoreland's and BASHes)

Wake Up Westmoreland 2024	
January 16	
February 20	
March 19	
April 9	
May 21	
June 18	
July 16	
August 20	
September 17	
October 15	
November 12	
December 17	

  

BASHes 2024	
January 31	
February 28	
March 27	
April 17	Achieving True Self -Autism Awareness Month
May 29	
June 26	
July 24	
August 28	
September 25	
October 30	
November 20	
December 10	Chamber BASH/Event

Submit a proposal to host a Wake up Westmoreland or BASH [here](#).

# Member Led Lunch & Learn



EVENT OBJECTIVE	<p>Provide <b>educational information</b> to members over lunch.</p> <p><b>Although you are indirectly advertising your business, this is not meant to be a “sales” pitch.</b> The idea is that members are taking time out of work to have lunch and learn something of value that they can take back to their own business.</p> <p>The chamber reserves the right to accept or reject topics.</p>
DATE AND TIME	<p>Typically held on the 2<sup>nd</sup> Thursday of the month, but are a bit more flexible.</p> <p>Time is typically 11:45-1:00</p>
LOCATION/VENUE	<p>Option 1: Rent the Chamber Conference Room (seats approximately 20)</p> <p>Option 2: Utilize space at your own place of business</p> <p>Option 3: Utilize space at a third party venue at your own cost</p>
NUMBER OF ATTENDEES	<p>5-40 depending on topic and location</p>
COSTS	<p>Roughly \$300-1000 is to be expected by the host. A small fee can be collected via our portal to offset some costs. We recommend \$10 per attendee.</p> <p>The cost of lunch, room rental space, and chamber fees is expected from the host on the day of the session.</p> <p>Hosts are expected to print their materials at their own cost.</p>
HOST EXPECTATIONS	<ul style="list-style-type: none"> <li>• Provide a title and brief summary of the content</li> <li>• Provide lunch to the group. Our team can offer some suggestions</li> <li>• Provide a 45 minute learning session and materials</li> </ul>
CHAMBER EXPECTATIONS	<ul style="list-style-type: none"> <li>• Secure a location for the event (if applicable)</li> <li>• Run the registration portal on our web site</li> <li>• Post the event once in a stand alone post on Facebook</li> <li>• List in our weekly events email</li> <li>• List on the events page in our monthly newsletter</li> <li>• Provide name tags or table tents &amp; registration list</li> </ul>

## Proposed Schedule

Start Time	End Time	Activity
11:45	12:00 or 12:15	Registration & Lunch
12:00-12:15	1:00	Informational Session





VENUE SUGGESTIONS				
	Capacity	Room Fee	Fee to chamber	Lunch Options
Chamber Office	Up to 20	Waived	10 or under attendees: \$300 flat fee and includes up to 11 lunches.  11-20 attendees: \$500 flat fee and includes up to 22 lunches.	<ul style="list-style-type: none"> <li>Options will be presented to partner with one of our members</li> <li>Bottles of water &amp; coffee included</li> </ul>
Westmoreland County Community College	Up to 60	\$150	\$5/attendee*  Does not include the price of lunch.	<ul style="list-style-type: none"> <li>Working lunch buffets</li> <li>Boxed lunches</li> <li>Salad buffet</li> <li>Pizza buffet</li> </ul> <p>Approx. \$12-16 per person</p>
Pitt Greensburg	Up to 40	\$150	\$5/attendee*  Does not include the price of lunch.	<ul style="list-style-type: none"> <li>Boxed lunches</li> <li>Salads from</li> <li>Lunch buffets</li> <li>Pizza</li> </ul> <p>Approx. \$10-14 per person</p>
Fred Rogers Center -Saint Vincent	Up to 40  [20 minimum for buffets]	\$300	\$5/attendee*  Does not include the price of lunch.	<ul style="list-style-type: none"> <li>Sandwich buffet</li> <li>Wrap buffet</li> <li>Soup &amp; salad buffet</li> <li>Boxed lunches</li> </ul> <p>Approx. \$12-20 per person</p>

\*No fee charged for the speaker and any chamber staff in attendance.

**Pricing is subject to change per the third party vendor and does not include drinks, tax, and gratuity. A complete contract will be set prior to the event.**

# Webinars



EVENT OBJECTIVE	<p>Provide <b>educational information</b> to members over an hour webinar. (Similar to the lunch and learn)</p> <p><b>Although you are indirectly advertising your business, this is not meant to be a “sales” pitch.</b> The idea is that members are taking time out of work to learn something of value that they can take back to their own business.</p> <p>The chamber reserves the right to accept or reject topics.</p>
DATE AND TIME	<p>Time and date are flexible between the hours of 9 am – 3:30 pm EST. One hour is the ideal time limit.</p> <p>A series of webinars is also possible, pending chamber approval.</p>
LOCATION/VENUE	Zoom is preferred choice.
NUMBER OF ATTENDEES	5-60 depending on topic and location is expected
COSTS	<p>\$200 flat fee to the chamber.</p> <p>\$100 for each additional session in a series, if approved by the chamber.</p> <p>i.e. Three series session would be \$400 total.</p> <p>A small fee can be collected via our portal to offset some costs. We recommend \$5-10 per attendee.</p>
HOST EXPECTATIONS	<ul style="list-style-type: none"> <li>• Provide a title and brief summary of the content</li> <li>• Provide slide show or materials to the chamber for review prior to event</li> <li>• Provide a 45-60 minute learning session and materials</li> </ul>
CHAMBER EXPECTATIONS	<ul style="list-style-type: none"> <li>• Set up the Zoom link for host and virtual attendees</li> <li>• Run the registration portal on our web site</li> <li>• Post the event once in a stand alone post on Facebook</li> <li>• List in our weekly events email</li> <li>• List on the events page in our monthly newsletter</li> <li>• Act as a facilitator of the meeting during the webinar</li> </ul>

Proposed Schedule:

Start Time	End Time	Activity
11:45	12:00	Enter Room/Get Set Up
12:00	12:45	Informational Session
12:45	1:00	Q&A, Closing



We are always open to other ideas and suggestions that our members have in addition to the options listed in this packet.

Our job is to help you plan the best event for your business.

Please reach out and share!



For more information or to schedule your event, contact:

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