



*RAMAC Business Blenders are networking events bringing RAMAC members, YPR members, and other partners together to make new or enhance existing business connections in a social style setting.*

Blenders are each hosted by a different RAMAC member as an 'after hours' event from 5:00pm to 7:00pm.

Average number of attendees is 75-90. Attendance does vary.

This is a FREE event for RAMAC members. There is no cost to attendees for food & beverages.

### **RAMAC Responsibilities**

- Work with member host to coordinator date and location of event
- Work with member host to provide information about the event for invite
  - RAMAC uses a standard template for the invite – the host is welcome to design their own announcement and share it with RAMAC for use, but it is not required
- RAMAC will use its membership list to promote the event
  - RAMAC will invite its full membership via electronic invite with RSVP capabilities at least three (3) weeks prior to the event
  - The event will be sent out for registration multiple times
  - RAMAC will post event on their website calendar
  - RAMAC will provide the host with the link to the RSVP for distribution
- RAMAC will provide nametags and greet/check-in attendees at the event
- RAMAC will provide a photographer at the event
- RAMAC can provide a microphone for the event, if needed
- RAMAC can work to secure sponsors or suggest co-hosts, if needed, but that is not guaranteed

### **Member Host Responsibilities**

- Identify host event coordinator – this will be the main contact with RAMAC
- Identify co-hosts, sponsors or vendors to help defray costs of food/refreshments, as needed
- Confirm date and location of event with RAMAC
  - Location should be a space large enough to accommodate up to 100 people
- Set-up needs – this is YOUR event as the host!
  - Consider tables, linens, music, microphone, swag, and an item(s) for door prize drawing
  - Need one table with small garbage can at entrance for check-in
  - Food/Beverages - see catering suggestions and ordering tips below
- Provide RAMAC with company logo and short description of event for publicity and event invite
- Internally promote event to clients and other guests to supplement RAMAC promotion
  - Either using the RSVP link provided by RAMAC or providing RAMAC with additional names to add to the guest list
- Set-up event space – this is YOUR event as the host!
- Identify a speaker from your organization to say welcome to guests

### **Typical Agenda**

4:30pm	RAMAC staff arrive to set up check-in table
5:00pm	Attendees start to arrive; this is an open house format and attendees can arrive/leave throughout the allotted time
5:45pm/6:00pm	RAMAC says a welcome followed by introducing the host; the host says a welcome and gives short overview of organization and services provided; pull names for the door prize(s)
7:00pm	Event ends; tear down and clean-up

### **Planning Timeline**

2 – 4 months in advance:	Choose date/location
4 – 6 weeks in advance:	Contact caterer and rental company, if needed
4 weeks in advance:	Provide RAMAC with logo and short description of event details
2 – 3 weeks in advance:	RAMAC sends invites; begin promoting in all areas
1 week in advance:	RAMAC will confirm head count with host
Day of event:	Set-up venue; food/rentals delivered or picked up

### **Catering Suggestions**

Please use RAMAC members for your catering needs! Let them know this is a RAMAC event.

#### **Beverages**

Ayra's Liquor  
Hop Heads Hospitality & Events

#### **Desserts**

O&H Danish Bakery  
Festival Foods  
Sugar Shack Sweet Shoppe

#### **Food**

Big City BBQ	Jimmy Johns	Papa John's
Buckets Pub 2 <sup>nd</sup> Round	Joey's West	Red Onion Café
Butcher & Barrel	Joey's Yardarm	Reefpoint Brew House
Chick-fil-A	Lee's Deli	Sebastian's
Culvers	Meadowbrook Country Club	Taco John's
Danny's Meats and Catering	Oakfire Pizza	Tacos to the Face
Festival Foods	O&H Danish Bakery	The Dish
Ivanhoe Pub & Eatery	Olde Madrid	Wells Brothers
	Chartroom	

### **Food/Beverage Tips**

- Order small finger foods; estimate three pieces of food per attendee
- Have a vegetarian option and some desserts as well
- Provide napkins and small plates plus other utensils depending on appetizers ordered
- Have garbage cans available throughout venue including a small one at registration table
- Provide beer, wine, soda, water – you do not need a licensed bartender as this is a private event