



Pewaukee Chamber of Commerce Open House Procedure

Purpose:

An Open House is conducted to promote a business within the Pewaukee community. The Pewaukee Chamber of Commerce will assist you in promoting your Open House. An Open House may consist of inviting dignitaries, a ribbon cutting, press releases, pictures after the event, door prizes, refreshments, company tours - depending on your company's preference.

A Chamber Ambassador will be assigned to you to assist you in creating your Open House. 60 day notice is required.

Once approved by Executive Director, list your Open House on Chamber's Calendar using your member login and password. Include the following information:

Date of Open House:_____ Your Logo_____ Start and End
Time:_____ Address of Open House:_____ Your
Website:_____ Dignitaries You will Invite to
Speak:_____ Would you like a Ribbon
Cutting in Lieu of Company Banner?_____ Description of What You
Will Provide and Feature at Your Open House:

Contact for more info (name/tel/email):_____

You will want to create a press release to send to the media. If you don't have your own media contacts, please contact info@pewaukeechamber.org for a list of media contacts. We can help you with the press release.

You will then need to provide an Open House Flyer to Chamber two months prior to your Open House in word format. Send to info@pewaukeechamber.org This flyer will be used by Chamber to promote your event in chamber's newsletter. Design Wurm (ron@designwurm.com) can assist you in designing your flyer for a nominal fee. If you would like the Chamber to promote your flyer at lunches and events, please provide 50 copies to the Chamber office, 1285 Sunnyridge Road.

Chamber will send picture of your Open House (if you include names in picture from L to R) to media.

January 3, 2012.