



The RAMAC Business Blenders are intended for business-to-business networking in a social setting for RAMAC members, YPR members and other partners. 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 90-110, but attendance can 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 coordinate 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(s) and social media to promote the event
  - RAMAC will invite its full membership via electronic invite with RSVP capabilities at least two (2) weeks prior to the event
  - The event will be sent out for registration at least 2-3 times
  - RAMAC/YPR will post event on website calendar and social media outlets
  - RAMAC can provide the host with the link to the RSVP for distribution, if desired
- RAMAC will provide nametags
- RAMAC/YPR will greet and check-in attendees at the event
- RAMAC will provide a photographer at the event

### **Member Host Responsibilities**

- Identify host event coordinator
- Identify co-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 110 people
- Set-up needs – this is YOUR party as the host!
  - Consider tables, linens, music, give-aways, items for a drawing
  - A microphone is appreciated but not required
  - Food/Beverages - see catering suggestions and ordering tips below
- Provide RAMAC with company logo and short description of event for publicity and 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 party as the host!
- Identify a speaker to say welcome to guests
  - After allowing guests to arrive, the RAMAC President, or other RAMAC representative, will say a welcome
  - Member host will then say a welcome, can make any announcements and conduct drawing, etc. as they wish

## Timeline

2 – 4 months in advance:	Choose date/location
4 – 6 weeks in advance:	Contact caterer and rental company, if needed, planning for food and beverages
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:	Reminder to RSVP RAMAC will confirm head count Decide on event agenda (time of tour, speeches, etc. if needed)
Day of event:	Set-up venue Have food/rentals delivered or picked up

## Catering Suggestions

We want you to use RAMAC members for your catering needs! Please let them know this is a RAMAC event.

### Beverages

**Ayra's Liquor & Cigar**  
4700 Washington Ave.  
633-7602

### AV Equipment

**Racine Audio and Video**  
6800 Washington Ave.  
632-6828  
racineav.com

### Food

**Charcoal Grill and Rotisserie**  
charcoalgrill.com

**Envi Ultra Lounge**  
enviultralounge.com

**Chick-fil-A**  
chick-fil-a.com

**Ivanhoe Pub & Eatery**  
theivanhoepub.com

**Danny's Meats and Catering**  
dannysmeats.com

**O&H Danish Bakery**  
ohdanishbakery.com

**Red Onion Café**  
info@cateringbychefjohn.com

### 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
- Provide beer, wine, soda, water – you do not need a licensed bartender as this is a private event