



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 about 90, 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 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 staff 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 encourage 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

UnCorkt

240 Main St.
632-9463

AV Equipment

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

Food

Charcoal Grill and Rotisserie
charcoalgrill.com

Lee's Deli
Leesdeliracine.com

Nash
info@thenashracine.com

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

Ivanhoe Pub & Eatery
theivanhoepub.com

O&H Danish Bakery
ohdanishbakery.com

Danny's Meats and Catering
dannysmeats.com

Malicki's Piggly Wiggly
malickispigglywiggly.com

Olde Madrid
oldemadrid.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