



The RAMAC Business Blenders are business-to-business networking events in a relaxed, 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 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(s) 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
 - 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 one item as a door prize for attendees
- RAMAC will provide a photographer at the event
- RAMAC can provide a microphone for the event, if needed

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, microphone, swag, an item 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 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 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
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 prizes
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:	Reminder to RSVP; 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
Timer's
Uncorkt

Food

Charcoal Grill and Rotisserie	Qdoba	Meadowbrook Country Club
Chick-fil-A	Joey's Yardarm	Los Mariachis
Danny's Meats and Catering	Salute	The Nash
Ivanhoe Pub & Eatery	Lee's Deli	O&H Danish Bakery
Picos Tacos & Beer	Malicki's Piggly Wiggly	Olde Madrid
Buffalo Wild Wings	Culvers	Red Onion Café
The Maple Table	Wells Brothers	Dewey's
		Reefpoint Brew House

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