

BVBA Sponsorship Checklists

www.BellaVistaBusiness.com

AM meetings have a location sponsor and we encourage planning a tour after the business meeting for those interested.
PM meetings tend to be more expensive to host and we encourage 2-3 sponsors per event.

AM Meetings

Drinks:

- Water
- Juice/Soda
- Coffee
 - Creamer
 - Sweetener

Food:

 Donuts Provided by BVBA

Paper Products:

- Cups
- Stir Sticks
- Napkins
- Plates

Room Set-up:

- Microphone, if available
- Sign in table
- Door prize table
- Chairs & tables for 20+
- Trashcan/Recycling

Business Promotions:

- Marketing Handouts & Giveaways
- Prepare 3-5 min speech about your business

PM Meetings

Drinks:

- Water
- Juice/Soda
- Wine/Beer

Food:

- Appetizers
- Grab & Go – Easy to carry & network
- Desserts
- Plan for leftovers

Paper Products:

- Cups
- Napkins
- Plates

Room Set-up:

- Microphone, if available
- Sign in table
- Door prize table
- Chairs & tables for 40+
- Trashcan/Recycling

Business Promotions:

- Marketing Handouts & Giveaways
- Prepare 3-5 min speech about your business