

Christian Chamber members have the opportunity host a Fellowship Friday. We provide a week of marketing for your business, driving potential leads to your business. To host, the request should be submitted through [Calendly](#).

- FF host opportunities are available only to current Chamber members.
- Chamber Sponsorship Partners are given priority for FF host opportunities. Remaining openings are available to the general Chamber membership on a first-come, first-served basis. If necessary, a waiting list will be developed.
- FF events are held between 8:00am – 12:00pm on available Fridays. Special consideration for times outside of those available will need approval by an authorized Chamber representative.
- Hosts should provide the location of the event and a company logo at the time of sign up but no later than one month prior to the scheduled event.
- Members may co-host an FF event, if desired.
- This is a Chamber member benefit.
- Limitations of Liability: Neither CFC3, its employees, officers, agents, directors, volunteers, or affiliates shall be liable for any injury, loss, or damage to person or property of the host. Host shall indemnify and hold CFC3, its respective agents, employees, officers, volunteers, or directors harmless from any claim, loss, damage, injury, or liability resulting from the Fellowship Friday.

Host Responsibilities

- The host/co-hosts will finance the cost of the FF event and be responsible for securing a convenient location for 20-25 people.
- The host may provide food at the event, but this is not required. It is, however, expected that water, coffee, or other beverages are provided for attendees.
- The host is responsible for coordinating all details for setup in advance with the location's primary contact. This includes seating, refreshments, and any audio/visual needs.
- If the host will utilize a PowerPoint presentation, he/she is responsible for providing the necessary laptop, slide advancer, HDMI cable, adapter, etc, or coordinate with the location's contact prior to the event. The host should arrive 45-minutes, but no later than 30-minutes, prior to the scheduled FF if presenting via PowerPoint. This ensures that set-up is completed before others start arriving.
- If tours are being conducted at the FF event, they are to be scheduled after the general program has ended.
- The host may provide a giveaway for a drawing as a way of collecting business cards from attendees.

Chamber Responsibilities

- The Chamber will advertise the FF event at no cost in the e- newsletter for that week.
- The Chamber will advertise the FF event on its website and all digital platforms.
- A Fellowship Friday Team Member will reach out to the host at the beginning of the week to confirm the host understands the expectations, as well as to learn how the Team Member can best serve the host.
- On the day of the event, a Fellowship Friday Team Member will arrive at least 15-minutes prior to the scheduled start time to ensure that set up is complete.
- A Fellowship Friday Team Member will welcome attendees, make general announcements, facilitate any planned discussions/activities, and introduce the host. The host will be given 15-20 minutes to share more about their business, with time for Q&A afterward.
- It is the responsibility of the Fellowship Friday Team Member to ensure the timely progression of the event, including starting and ending at the set times.
- If there is a drawing for a giveaway, this will take place after the host has finished speaking. The winner is drawn from the business cards that are collected. The winner must be present to win.
- Please note that while The Chamber cannot guarantee you will be assigned the Friday you prefer, every effort will be made to accommodate your schedule preferences based on availability.
- Also note that while The Chamber cannot guarantee the number of attendees for your assigned Friday, marketing efforts during the host week are designed to give your FF event exposure to thousands.

Fellowship Friday is an opportunity for people to explore The Chamber, and interested parties can attend two before becoming a member. We encourage our host to partner with us to extend an invitation to everyone you know. This is a fun and unique opportunity to showcase your business and heart to serve!