



## ON LOCATION "OFF THE LEVEL"

**O**N LOCATION "OFF THE LEVEL" is a new CMBA membership program. ON LOCATION "OFF THE LEVEL" is a fun, informal gathering of Central Minnesota Builders Association members and their guests. It provides you, the host business, with an opportunity to bring other members to your place of business and inform them about your firm or organization. The sponsorship fee is \$400.

### Setting a Date

The CMBA ON LOCATION "OFF THE LEVEL" started in September of 2003. It is scheduled on the fourth Wednesday of each month throughout the year with the exception of November and December. When you have decided that you would like to host ON LOCATION "OFF THE LEVEL" call the CMBA office, (320) 251-4382 to schedule a date. You will want to do this right away so you can reserve the date that works best for you. Dates are confirmed after the reservation fee of \$400 has been received at the CMBA office.

Once the \$400 fee has been received the CMBA will then:

- ❖ Endorse your ON LOCATION "OFF THE LEVEL" as a CMBA event.
- ❖ Upon request, supply you with mailing labels (approximately 600) to the membership. Please allow five working days for the labels to be printed.
- ❖ Provide publicity:
  - An announcement in the *On the Level* on the main events page and front cover mention if available.
- ❖ Provide ON LOCATION "OFF THE LEVEL" directional signs.

### Date and Time

4:30-6:30 p.m. is the standard time for ON LOCATION "OFF THE LEVEL". Expect your first guests to arrive at 4:15 p.m.

### Location

On site      You can provide a short tour of your facility.

Off site      If you choose to host your ON LOCATION "OFF THE LEVEL" at a site other than your place of business, please be sure to use a CMBA member. One of our goals is to support those businesses that support the building industry by belonging to the CMBA! If you are not sure whether a particular facility is a member of the CMBA, call and ask.

## Set-Up

- ❖ Directional signs to your business (if needed).
- ❖ There should be plenty of parking.
- ❖ You will need a registration table at the door with two chairs.
- ❖ Provide greeters to help with name tags and registration.
- ❖ Restrooms should be accessible.
- ❖ You should have coat racks, this is particularly important in the winter.
- ❖ Exits should be well marked.
- ❖ If you have chosen to host your ON LOCATION “*OFF THE LEVEL*” off-site, consider putting together a display or setting up an information table about your company. This is your ON LOCATION “*OFF THE LEVEL*”, so feel free to take full advantage of this opportunity to show off your product or service to the building community!

## **Food and Beverages Considerations/Suggestions**

The cost for food and beverages will depend on your plans and how simple or elaborate you wish to be. Plan on 100-150 people attending.

### **On-Site**

Serving liquor:

- This is not a requirement.
- Be sure to familiarize yourself with current liquor liability laws.

Whether or not you choose to serve liquor, we do request that you have some type of non-alcoholic complimentary beverage available for guests.

Food, a caterer can help you determine what quantities you will need for food and beverages. The type of refreshments you choose will help determine your budget.

### **Off-Site**

Serving liquor:

- This is not a requirement.
- You can choose a cash bar, provide free cocktails or you can provide drink tickets so each guest receives one or two free cocktails and the rest would be cash.

Please provide some type of complimentary non-alcoholic beverage for guests.

Your budget for food and beverages will be determined by the facility you choose and the refreshments you decide to serve.

## The Budget Considerations/Suggestions

- ❖ Cost of appetizers/beverages
- ❖ Rental costs for table and chairs, etc.
- ❖ Catering, room costs
- ❖ Displays of your business
- ❖ Mailings/invitations
- ❖ Prizes, gifts, or other give-a-ways

## Time Line

Immediately	Call the CMBA office at (320) 251-4382 to reserve your month. Send in your \$400 reservation fee. Set the date for your ON LOCATION "OFF THE LEVEL".
4 months in advance	Choose a theme (optional).
2 months in advance	Order invitations, confirm caterer (if desired), choose a menu.
1 month in advance	Order mailing labels from the CMBA.
3 weeks in advance	Mail invitations.

### Available Dates as of 10/23/07

- Wednesday, September 27, 2006 - Multiple Concepts Interiors
- Wednesday, October 25, 2006 - Lights on First
- Wednesday, January 31, 2007
- Wednesday, February 28, 2007
- Wednesday, March 28, 2007, Allied Building Products Corp.
- Wednesday, April 25, 2007
- Wednesday, May 23, 2007 - Mathew Hall Lumber, St. Cloud
- Wednesday, June 27, 2007
- Wednesday, July 25, 2007
- Wednesday, August 22, 2007
- Wednesday, September 26, 2007
- Wednesday, October 24, 2007, Northern States Supply
- Wednesday, January 23, 2008
- Wednesday, February 27, 2008
- Wednesday, March 26, 2008
- Wednesday, April 23, 2008
- Wednesday, May 21, 2008 - ?Ferche - (Date changed to tie in with their 50<sup>th</sup>)
- Wednesday, June 25, 2008
- Wednesday, July 23, 2008
- Wednesday, August 27, 2008
- Wednesday, September 24, 2008
- Wednesday, October 22, 2008
- Wednesday, November 26, 2008

# CMBA



## ON LOCATION "OFF THE LEVEL"

### Central Minnesota Builders Association Contract / Invoice

*Please read, sign and return one copy to the CMBA Office*

\_\_\_\_\_ has reserved the month of \_\_\_\_\_  
name of company/organization month

for hosting the CMBA ON LOCATION "OFF THE LEVEL"  
Address of CMBA *On Location* event: \_\_\_\_\_

#### ***As the host for ON LOCATION "OFF THE LEVEL", I:***

- ...understand that I must be a member in good standing of the CMBA.
- ...understand that all of the costs associated with ON LOCATION "OFF THE LEVEL" such as food, invitations, postage, room charges, and any other fees will be the responsibility of my company.
- ...understand that it is my responsibility to investigate liquor liability laws and that any liability associated with the serving of alcohol will belong to the hosting business, and not to the CMBA or any staff or volunteers.
- ...agree to be the only host for the month I have reserved and understand that I can not sell booth space or any other type of co-sponsorship to other companies, organizations or individuals.
- ...understand that my reservation to host ON LOCATION "OFF THE LEVEL" will not be confirmed until after the \$400, non-refundable reservation fee is received by the CMBA office.
- ...agree to cancel my reservation for ON LOCATION "OFF THE LEVEL" no less than 60 days prior to the event to allow the CMBA enough time to find a new host.

**I understand all of the above rules and regulations, and will abide by them.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Enclosed is the reservation fee of \$400.

If you have any questions, contact Bonnie Moeller, at the CMBA (320) 251-4382. Please sign one copy of this contract and return it to:  
CMBA, 1124 West St. Germain Street,  
St. Cloud, MN 56301  
Fax (320) 251-3754

**Payment Type** (please check one):

Check\_\_ Visa\_\_ MC\_\_ Discover\_\_ American Express\_\_

(Payable to CMBA)

Cardholder's Name \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number: 

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Exp. Date: 

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 Security Code: 

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**Signature (required):** \_\_\_\_\_

