

# Boca Chamber Festival Event Agenda

## Event Date/Location

- August 24th, 2022
- Will be taking place at Farmer's Table in Boca Raton
- 7 p.m.- 9 p.m.

## Budget \$2,500

- Lang Realty: \$1,000
- Noreen Payne: \$300
- Room Rental Fee for Farmers Table: \$750
- Tickets: \$75.00
- One - two tickets reserved for Chamber staff
- Two tickets reserved for Allegiance Home Health

## Signage and Swag

- Purchase of tickets include: two complimentary beverages, light bites, take-home boxes for board contents, and an ACCF-branded apron.

## FB Page Updates

- Add sponsor logos: Boca Chamber and Lang Realty
- Create thank you Lang Realty post

## Marketing/Advertising

- Press Release- July 1st
- Send Boca Chamber our flyers: deadline is July 5th
- ACCF, Lang Realty and Farmer's Table email communication- July 1st
- Send personal email invitations- July 5th/6th
- Update ACCF website/ticket link- July 1st
- Check out bocachamber.com for dedication page and hyperlink on their calendar- July 14th ?

- We will be included in Boca Chamber's event emails that is sent twice a week- Anytime after July 14th
- We will be promoted in their physical calendar, which is taken to all of their events- July 14th

### Social Media

- ACCF, Lang Realty and Farmer's Table- post/repost on all social media pages- July 1st
- Repost all of Boca Chamber's social media that includes us- Facebook, Instagram, LinkedIn, and Twitter- July 14th
- Use #BCFD22 on all social media posts. They also suggest posting everyday leading up to the event- July 1st
- Photos will be taken by Chamber staff and uploaded to social media within 24hrs of event- August 24th/25th

### Music

- Music

### Raffle

- Sell raffle tickets for three high-end items

### Event- Day Of

- ACCF staff arrive before event
- Sell raffle
- Swag bag??
- Leave room for two stand up banners for Boca Chambers
- Section out time for speeches from Allegiance Home Health, Noreen Payne/Lang Realty, and Jessica Hall

### Run of Show

- 5 p.m.- Staff arrives
- 6:45 p.m.- Start of Event, registration, sell raffles, mingle

- 7:10 p.m. ACCF welcomes and thanks everyone for coming. Go through and thank/introduce Farmer's Table, Noreen/Lang Realty and Boca Chambers/Allegiance Home Health.
- 7:15/20 p.m.- Noreen/Lang Realty and Boca Chambers/Allegiance Home Health speak
- 7:30 p.m.- Introduce the Chef and start making charcuterie boards
- 8:20 p.m.- Give out aprons and say goodbye/thank everyone for coming on their way out