



Application to host a General Member Connect Event

Another fantastic advantage of membership in the Metropolitan Builders Association is providing an opportunity to connect. A Connect Event provides MBA members an opportunity to host an event in partnership with the MBA at the location of your choice. Are you ready to host a Connect Event? Apply today to host one soon!

Event Expectations to Host Company:

Host must be a member of the MBA

Host is also responsible for promoting event to MBA members to gain attendance

There is no charge to attend these events for members

There is no charge to bring a guest to these events as long as they have been invited and are accompanied by an MBA Member

Ample space for members to congregate comfortably

Host provides food and beverage applicable for the time of day

Ample free parking for guest vehicles in the area around the host company's facility

Provide table for members to check in and receive name badges

Host is encouraged to conduct guided tours of their facility

Host may present on their products & services – not to exceed 20 minutes

If possible, provide opportunity for all present to introduce themselves and the company they are representing

Event Times / Schedule / Location:

The MBA will be looking for events to take place around the entire geographical location of the membership to provide access to as many members as possible during the year. The MBA has members in Waukesha, Milwaukee, Jefferson, Washington and Ozaukee Counties.

The event is expected to run for a minimum of 90 minutes

Events should be scheduled in the mornings (i.e. 7:00-8:30), afternoons (i.e. 11:30-1:00) or evenings (i.e. 4:30-6:00)

Event times can be longer than these suggestions

These events cannot be held in the months of January, August and December.

Events are limited to 1 per month

Once the event is scheduled, there will be no cancellations of hosting the event after 2 weeks prior to event date

MBA Responsibilities:

MBA Staff to post on website calendar

MBA Staff to promote in MBA E-News and social media

MBA to send minimum of 1 email to all members specifically regarding this program and the event

MBA Membership & Business Development Manager attends the event

MBA will provide check in material including name tags and check in forms

MBA to provide the hosting company a list of everyone who attended for follow-up purposes (including Name, Company Name and Telephone number)

Please contact the Membership and Business Development Manager for questions and to submit your application at membership@mbaonline.org or 262-522-3620

Member company information:

Company name: _____

Event location address (street, city, zip): _____

Primary contact for the event:

Name: _____

Email: _____

Phone number during office hours: _____

Phone number during non-office hours: _____

Secondary contact in case of emergency:

Name: _____

Email: _____

Phone number during office hours: _____

Phone number during non-office hours: _____

Event Dates (list several options if possible):

Proposed Day 1:	_____	_____	<u>M / Tu / W / Th / F</u>	_____	_____	_____
	Month	Date	Day of the week (circle)	Year	Time of day start	Time of day end

Proposed Day 2:	_____	_____	<u>M / Tu / W / Th / F</u>	_____	_____	_____
	Month	Date	Day of the week (circle)	Year	Time of day start	Time of day end

Proposed Day 3:	_____	_____	<u>M / Tu / W / Th / F</u>	_____	_____	_____
	Month	Date	Day of the week (circle)	Year	Time of day start	Time of day end

Proposed Day 4:	_____	_____	<u>M / Tu / W / Th / F</u>	_____	_____	_____
	Month	Date	Day of the week (circle)	Year	Time of day start	Time of day end

Description of event plan:

Application can be mailed / faxed / or emailed to:
 Membership and Business Development Manager
 Metropolitan Builders Association
 N16 W23321 Stone Ridge Drive
 Waukesha, WI 53188
 membership@mbaonline.org
 (262) 436-1110 Fax