



**Rangiora**  
PROMOTIONS  
*promoting our town*

## Last Wednesday Club Hosting Guidelines

The Last Wednesday Club is a monthly networking function organised by the Rangiora Promotions Association (RPA), in conjunction with and hosted by various local members.

The purpose of the function is to encourage networking of Rangiora Promotions members and potential members, to share information and discuss ideas. It is envisaged the functions will act as a vehicle to facilitate local business people getting to know each other and building strong connections.

**When:** 5pm - 7pm, on the last Wednesday of each month (time is negotiable depending on your business hours)

**RSVPs and Promotion** – Rangiora Promotions takes care of all the marketing of your event to members via email invite, and through our social media channels and the RSVPs are recorded by our secretary who will keep you updated for the food and drink numbers.

Any member of Rangiora Promotions is welcome to host, and if you have another RPA member you would like to co-host with, you can host together. Priority will be given to new hosts (a member who hasn't hosted in the past). The host must hold the event either at their own premises, or an alternative venue that is also a member. If providing a venue is a challenge then please contact us to discuss other options.

### What does hosting involve?

**Hosting involves** welcoming local business people into your business (or alternative venue) and supplying finger food and drinks.

**As we get around 40-60 in attendance hosts are required to make sure they can be accommodated in your space comfortably and abide by your building's maximum capacity for health & safety reasons. If your business premises aren't big enough, we have some great venues that are available and listed in the next section.**

We encourage hosts to provide a raffle prize on the night (**prizes cannot include alcohol**). Rangiora Promotions will run the raffle with a ticket price of \$5.00. 50% of the raffle takings will be given back to the host to assist with the catering costs.

Each month the Last Wednesday Club attracts between 40-60 local business people who are there to network, do business with other members, and hear more about our host's business(s).

**As a host this is a prime opportunity to really market your business, and get your message across. You can showcase your products or services throughout the evening, and you have the chance to speak for a couple of minutes too, so this is the perfect time to really promote your business to all those in attendance.**

**We encourage hosts to 'think outside the square' to get your messages across to your audience. Could you create a brief PowerPoint presentation to display the key points of your business, or offer a promotional flyer to each in attendance, perhaps with an incentive to use your services?**

A Rangiora Promotions Board Member and Secretary will be present at the meeting to assist.



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### Format of the Evening

5pm/5:30pm	<b>Welcome &amp; Networking</b>	Bev and Chelsea will be there to greet guests, sell raffle tickets, hand out name badges and collect business cards.
6:00pm	<b>Host Speeches</b>	Bev will welcome guests, hand over to the host to speak for a few minutes, and then draw the raffle prize.
6:15pm	<b>Networking</b>	Our Last Wednesday Clubs usually draw to close around 7pm

### Alternative Venue Options

Below is a list of RPA members that have a venue available for you to use. Each has different terms of service; please contact us to find out more: [rangiorasecretary@gmail.com](mailto:rangiorasecretary@gmail.com)

- **Connect North Canterbury**  
Contact: Tessa Keeling
- **Niche Shared Space**  
Contact: Connor
- **Rangiora RSA Function Room**  
Contact: Gary Clark
- **Rangiora Showgrounds Function Centre**  
Contact: Julia Dockerill

### Catering Guidelines

**Suggested Caterers** (Rangiora Promotions Members)

#### Beat-all Cakes

Phone: 027 661 2002

Email: [beatallcakes@gmail.com](mailto:beatallcakes@gmail.com)

#### Continental Catering Group Limited

Phone: 311 8220

Email: [enquiries@continental.co.nz](mailto:enquiries@continental.co.nz)

#### Fools of Desire

Phone: 974 0915

Email: [foolsofdesire@gmail.com](mailto:foolsofdesire@gmail.com)

#### Pita Pit Rangiora

Phone: 310 6189

Email: [rangiora@franchise.pitapit.co.nz](mailto:rangiora@franchise.pitapit.co.nz)





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## **Last Wednesday Club Hosting Guidelines**

### **Quantity Guidelines for Catering**

(Based on 40 attendees)

Wine – 3x bottles of red wine, 5x bottles each of two different white wines

Beer – 1 dozen bottles of two different types

Juice – 2x 3 litre bottles

Food – allow approx. 120 pieces of finger food (3-4 pieces per person)

### **Other Supplies**

Serviettes | Glassware | Bottle opener | Platters may be needed too if food is not being delivered on them.