



## Ambassador Activities

### Monthly meetings:

- Regular meetings will be scheduled on the first or second Friday of every month at 7:15 a.m.
- If unable to attend scheduled meetings, call the Heart of Wisconsin Business and Economic Alliance office.

### Ribbon Cuttings/Groundbreakings:

- Ribbon cuttings are scheduled according to business needs. Heart of Wisconsin Business and Economic Alliance will notify Ambassadors of location, date and time.
- The Heart of Wisconsin Business and Economic Alliance will provide ribbon and scissors. (For ribbon cuttings only.)
- Heart of Wisconsin staff will take photographs.
- If Heart of Wisconsin member, the business will be featured in the monthly newsletter.
- Information and pictures on any ground breakings or ribbon cuttings will be submitted to the Daily Tribune.

### Business After Hours:

- Host monthly Business After Hours.
- Volunteer for half hour shifts to greet guests and sell raffle tickets.

### Visits:

- Ambassador visits happen once per month, possibly more if needed and depending on the availability of committee members and staff.
- Visits are for new businesses, new owners, new members and relocations.
- The Ambassadors deliver a welcome packet.
- Ambassadors are encouraged to bring business cards to leave with visit contacts.
- Annual visits will also be made to current Alliance members by teams of ambassadors.

### Summer Hummer:

- The Summer Hummer is the annual golf outing and fund raising activity of the Ambassador Committee, which is held in July.
- Sub-committees are formed to assist with the planning.