



**2020 LIVE Video Request Form**

**Date Submitted:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_ **Item Donated:** \_\_\_\_\_

**Please Send Me Available Dates for a Live Video:** Slots are filled on a first come first served basis. *Submitting this form does not guarantee a spot.*

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Video Requirements/Expectations:**

**Time:** Duration of set up, video and clean up should take 30 minutes total.

- Monday-Friday Videos:
  - o Chamber personnel will arrive at 3:40 to set up and practice video tour/promotion for business
  - o Video will start promptly at 4:00 pm
- Saturday and Sunday Videos:
  - o Chamber personal will arrive at 10:40am to set up and practice video tour/promotion for business
  - o Video will start promptly at 11:00am

**Facebook Live Video Location Requirements:**

- Must donate to the 12 Days of Christmas Fundraiser
- Must be a current member of the Columbia Falls Area Chamber of Commerce

**Business Responsibilities:**

- Day of Video:
  - o Dress in Christmas attire or Christmas colors
    - Christmas sweaters, red/green clothing, etc.
  - o Have a minimum of 2 people in the video
  - o Table/location to hold prizes
  - o Prepare how you want to showcase your business or products
    - Business will get up to 5 minutes at the beginning of the video to give a tour and/or promote their business
  - o Assist with drawing the winners for the day
- After the Video:
  - o Share your live video on your business page and personal pages
    - The more we share the more promotion you get!

**Chamber Responsibilities:**

- Chamber staff, ambassadors and board members will attend drawings and be a part of live videos
- Provide camera, tickets and Christmas decorations
- Bring prizes drawn that day
- Provide extra Christmas hats
- Dress in Christmas attire or Christmas colors
- Share Facebook Live Video and put video on Chamber website

*Due to COVID-19, businesses and Chamber staff will be required to follow current social distancing and mask regulations.*

**Everyone: Be Merry and Have Fun! “It’s the most, wonderful time of the year!”**

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