

## 2024 Business After Hours (BAH) Sponsor Guidelines

### What is Business After Hours?

Business After Hours is a relationship-building experience held in a relaxed setting that benefits you and your business through added contacts and resources. BAH is held monthly at various locations throughout the Menomonie area. All investor businesses and their employees, as well as community members at large are invited to attend. Investor businesses are invited to sponsor BAH for enhanced exposure.

### How Many People Attend?

Participation in BAH varies. Participation averaged 40 attendees in 2023, however, some BAH saw as many as 100 attendees. **Sponsors and co-hosts are encouraged to extend personal invitations to their network to help promote attendance.**

**Event Date:** BAH 2024 takes place on the **third Monday** of each month, with the exception of May.

### Event Timeline:

Set up: 4:00 - 4:45 p.m. | BAH event: 5:00 - 6:30 p.m. | Clean up: 6:30 - 6:45 p.m.

**Sponsor/Co-Sponsor Structure:** Sponsors are encouraged to work with co-sponsors to host this event

- All sponsor and BAH location businesses are required to be Chamber investors in good standing
- Please contact the Chamber office or refer to the investor Directory to verify investor status
- As a sponsor/co-sponsor, your team receives free entry

### BAH Sponsor Requirements:

- Provide business logo to Chamber for event marketing
- Venue coordination with location business and co-sponsors, if applicable
- Ensure venue accessibility and ADA compliance for this inclusive event
- Recruitment and coordination of co-sponsors, if applicable
- Provide a table near the entrance for attendee registration
- Provide ample parking for attendees
- Provide an area specific to BAH, where any non-event attendees will not have direct access
- Coordinate food, serving supplies, and beverages (with co-sponsors, if applicable)

Sponsors and co-sponsors are responsible for all costs associated with food/beverages. Hors d'oeuvres-style food is recommended.

Food preparation and responsible food safety practices are the responsibility of the food preparation/serving entity.

If a cash bar is offered, either the venue or sponsoring business must hold a valid liquor license and licensed server.

If hosting a bar at no-charge to attendees, a liquor license and licensed server is not required but 21+ compliance must be enforced.

- Provide door prize(s) of your choosing (i.e., swag, gift certificates, drink tickets, etc.)
- Provide a quick informational presentation/welcome or tour of business after the Chamber team welcome
- Post-event clean up including garbage disposal, food/dishes clean up and tear down of tables/chairs

### Chamber Responsibilities:

- Promote event to Chamber investors and the community at-large through various marketing efforts
- Provide marketing to BAH host / co-hosts to extend invitations to networks
- Set up registration table by providing tablecloth, registration form, signage, business card bucket, etc.
- Provide speaker and microphone if unavailable at the venue
- Staff registration table and welcome attendees
- Facilitate a welcome message, introduce sponsors and announce prize drawings
- Clean up of registration table materials and signage

## 2024 Business After Hours Sponsor Application

Please mail a completed form to: Menomonie Area Chamber 1125 N Broadway St, Suite 3, Menomonie, WI 54751 or email [programs@menomoniechamber.org](mailto:programs@menomoniechamber.org). Forms will be approved on a first-come, first-serve basis. Submission of a completed application does not guarantee sponsorship selection. A Chamber team member will contact you within 30 days of application submission to notify your business of application status and finalize event date selection.

### Primary Sponsor

Primary Sponsor Business Name:

Business Contact Name:

Contact Phone:  Contact Email:

### Business After Hours Co-Sponsors

It is the primary sponsor's responsibility to confirm co-sponsorship commitment prior to returning this form. If your business is unsure of co-sponsor options, please contact our office.

Please provide the co-sponsoring business name and coordinating contact information, if applicable:

Co-Sponsor Business:

Contact Name:  Contact Email:

Co-Sponsor Business:

Contact Name:  Contact Email:

Co-Sponsor Business:

Contact Name:  Contact Email:

Co-Sponsor Business:

Contact Name:  Contact Email:

### Business After Hours Location

Please complete the following information about the location selected for your BAH application:

BAH Location Business:

BAH Location Address:

Sponsoring business(es) or location holds a valid liquor license and will provide a cash bar with a licensed server

Sponsoring business(es) or location does not hold a valid liquor license and will not offer a cash bar

Sponsoring business(es) or location will provide a complimentary bar to attendees



## 2024 Business After Hours Sponsor Application

### Business After Hours Date Selection

Please provide your top three date choices, in order of preference:

Date	First Choice	Second Choice	Third Choice
January 15, 2024			
February 19, 2024			
March 18, 2024			
April 15, 2024	Reserved for Financial Literacy Month		
June 17, 2024			
July 15, 2024			
August 19, 2024			
September 16, 2024			
October 21, 2024	Reserved for Cooperative Month		
November 18, 2024			
December 16, 2024	Holiday Party - Contact Our Office for Sponsorship Options		

### Submission Checklist

- I have verified prior to application submission that co-sponsors and location are Chamber Investors in good standing
- I provided three date choices, in order of preference
- I agree to the sponsor requirements as provided

### Applicant Agreement

Applicant Signature:  Date:

#### For Office Use Only

Application Received Date: \_\_\_\_\_ Primary Sponsor Notification Date: \_\_\_\_\_  
 Application Approved Date: \_\_\_\_\_ Primary Sponsor Notification Method: Phone Email In-Person  
 Application Approved By: \_\_\_\_\_ Finalized BAH Date Selection: \_\_\_\_\_  
 Additional Notes: \_\_\_\_\_  
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