

## 2023 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 for BAH varies. The Holiday Party is historically the highest attended BAH as it is a free, investor-exclusive event. Sponsors are encouraged to extend personal invitations to their network.

**Event Date:** BAH 2023 takes place on the **third Monday** of each month

### Event Time:

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
- Location coordination with location business and co-sponsors, if applicable
- 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 for 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  
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  
Hors d'oeuvres-style food is recommended
- 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
- Set up registration table by providing tablecloth, registration form, signage, business card bucket, etc.
- Staff registration table and welcome attendees
- Facilitate a welcome message, introduce sponsors and announce prize drawings
- Clean up of registration table materials and signage

## 2023 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

## 2023 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 16, 2023	Reserved	Reserved	Reserved
February 20, 2023			
March 20, 2023			
April 17, 2023	Reserved	Reserved	Reserved
May 15, 2023			
June 19, 2023			
July 17, 2023			
August 21, 2023			
September 18, 2023			
October 16, 2023	Reserved for Cooperative Month		
November 20, 2023			
December 18, 2023	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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