

2026 Business After Hours (BAH) Host/Co-Host 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, with the exception of May, June, and August, at various locations. Chamber member businesses are invited to sponsor and or host BAH for enhanced exposure. All Chamber member businesses, their employees, and community members at large are invited to attend these impactful events. Chamber member businesses and employees receive **FREE** BAH admission! There is a public entry fee of \$10 per person, per event.

How Many People Attend?

Participation in BAH varies. Participation averaged 40+ attendees in 2025, however, some BAH saw as many as 100 attendees. **Sponsors, hosts and co-hosts are encouraged to extend personal invitations to their network to encourage attendance.**

Event Date: BAH 2026 takes place on the third Monday of each month. (Except May, June, and August)

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.

Host/Co-Host Structure: The host is encouraged to work with co-host(s) for this event

- All sponsors, hosts, and BAH location businesses are **required** to be Chamber members in good standing
- Please contact the Chamber office or refer to the member Directory to verify membership status

BAH Host Requirements & optional Co-Host/Requirements:

- Provide business logo to the Chamber for event marketing
- Venue coordination with location business and co-hosts, if applicable
- Ensure venue accessibility and ADA compliance for this inclusive event
- Recruitment and coordination of Chamber member co-hosts, 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 Chamber member co-hosts, if applicable)

Hosts and co-hosts 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 licensed and insured bartender must be in attendance to ensure it's 21+ service.

- 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, introduce sponsors, hosts and co-hosts (if applicable) and announce prize drawings
- Clean up of the registration table materials and signage
- The Chamber will no longer apply or provide a "picnic license" or any temporary liquor license.

2026 Business After Hours Host/Co-Host Application

Please mail a completed form to: Menomonie Area Chamber 1125 N Broadway St, Suite 3, Menomonie, WI 54751 or email programs@menomoniechamber.org. Forms will be approved on a first-come, first-serve basis. Submission of a completed application does not guarantee host 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 Host Business Name:

Business Contact Name:

Contact Phone: Contact Email:

Business After Hours Co-Host(s)

Co-hosting is available as an optional enhancement for added support, though it's optional.

It is the primary host's responsibility to confirm co-host(s) commitments within 60 days of the event. If your business is unsure of co-host(s) options, please contact our office.

Co-Host Business:

Contact Name: Contact Email:

Co-Host Business:

Contact Name: Contact Email:

Co-Host Business:

Contact Name: Contact Email:

Co-Host 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:

- ☐ Hosting business(es) or location holds a valid liquor license and will provide a cash bar with a licensed server
- ☐ Hosting business(es) or location does not hold a valid liquor license and will not offer a cash bar
- ☐ Hosting business(es) or location will provide a complimentary bar to attendees

2026 Business After Hours Host/Co-Host 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 12, 2026			
*February 9, 2026			
*March 9, 2026			
April 20, 2026	Reserved for Financial Literacy Month		
July 20, 2026			
September 21, 2026			
October 19, 2026	Reserved for Cooperative Month		
November 16, 2026			
*December 14, 2026			

Dates with an asterisk (*) will be held on the second Monday of the month due to holidays and/or spring break.

We will make every effort to accommodate your preferred dates; however, please note that additional partnership opportunities may arise throughout the year. Hosts may be contacted if other potential co-hosts express interest after commitments are confirmed. While we won't arrange co-hosts directly, we're happy to connect you with those who inquire outside the application process.

Host/Co-Host Submission Checklist

- ☐ I have verified prior to application submission that listed co-hosts and locations are Chamber member investors in good standing
- ☐ I provided three date choices, in order of preference
- ☐ I agree to the host requirements as provided

Applicant Agreement

Applicant Signature: Date:

For Office Use Only

Application Received Date: _____

Primary Host Notification Date: _____

Application Approved Date: _____

Primary Host Notification Method: Phone Email In-Person

Application Approved By: _____

Finalized BAH Date Selection: _____

Additional Notes: _____

