

2027 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 June, July, 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 2026, 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 Dates: BAH 2027 takes place on the **third Monday** of each month unless otherwise noted due to holidays and spring break. There are NO BAH in June, July, and August.

Event Timeline: Set up: 3:30 - 4:00 p.m. | BAH event: 4:30 - 6:00 p.m. | Clean up: 6:00 - 6:30 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/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 have a 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

2027 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 with a licensed server



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Business After Hours Date Selection

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

Date	First Choice	Second Choice	Third Choice
*January 11, 2027			
*February 8, 2027			
*March 8, 2027			
April 19, 2027	Reserved for Financial Literacy Month		
May 17, 2027			
September 20, 2027			
October 18, 2027	Reserved for Cooperative Month		
November 15, 2027			
*December 13, 2027			

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: _____

