

## 2025 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. **NEW IN 2025** - all 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 2024, 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 2025 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 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, introduce sponsors, hosts and co-hosts (if applicable) and announce prize drawings
- Clean up of the registration table materials and signage