

# RIBBON CUTTING REQUEST FORM



REGIONAL CHAMBER OF COMMERCE & CVB

Congratulations on your new business venture! Whether you're starting a new enterprise, reopening a business after renovations or finishing an addition to your property, we want to help you celebrate!

The Chamber typically provides the following Ribbon Cutting services:

- Invitation to other Chamber members and staff
- List of dignitaries to invite
- 3-foot scissors and ribbon provided by Kingsbury Printing
- Photography at the event and use of photos after it
- Placement in Chamber's membership newsletter
- Press release assistance and distribution
- Social media promotion including creation of Facebook event

**1. Please circle the reason for your ribbon cutting:**

New Business

New Location

New Ownership

Renovation or addition

**2. Requested Date & Time:**

(First Choice)

(Second Choice)

**3. Tentative Itinerary of Event (e.g. Will you or someone be delivering remarks or offering tours, demonstrations, etc.):**

**4. Will you be serving refreshments? If so, please describe:**

**5. If you plan to have people speak at your event, please list their full names and titles:**

## DETAILS FOR PRESS RELEASE

**Business Name:**

**Website:**

**Address:**

**Social Media Handles:**

**Name of Business Owner(s):**

**Event Contact Name:**

**Comments for Press Release:**

**Contact Phone number/ email address:**