



Ribbon Cutting Request Form

Commerce Chenango is pleased to assist members in conducting a complimentary Ceremonial Ribbon Cutting for public relation purposes. Eligible events include: grand openings, new management, and milestone anniversaries.

RIBBON CUTTING REQUEST (please print and complete all sections)

Company Name: _____

Contact: _____

Phone #: _____ E-mail: _____

Reason for Ribbon Cutting: _____

Address of Ribbon Cutting: _____

Below are actions items for the Chamber:

Ribbon and ceremonial scissors to be used in pictures *Professional photography is recommended however a photo can be captured by a member of the Chamber staff in the absence of a photographer*

List ceremony location, date, and time on Chamber Member Event Calendar *Chamber not responsible for RSVPs or invitation distribution*

Submit post event announcement to the local media & include in our electronic newsletter

List top 3 date and time choices:

Please note ceremonies only take place Monday - Friday between the hours of 10am and 5pm. Commerce Chenango requests a minimum of 2 weeks notice, exceptions may apply. Please allow a minimum of 5 business days for a response. Businesses must be in good standing with Commerce Chenango in order to schedule event.

FIRST CHOICE

SECOND CHOICE

THIRD CHOICE

Time: _____

* Please adhere to time of confirmed ceremony, do not delay ceremony time.

Please return form to Mary Miner by email mminer@chenangony.org