



Ribbon Cutting Request Form

Commerce Chenango is pleased to assist members in conducting a complimentary Ceremonial Ribbon Cutting for public relations 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 action 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 the ceremony location, date, and time on the Chamber Member Event Calendar hosted on the Commerce Chenango website. *The chamber is not responsible for RSVPs or invitation distribution.*
- Submit post-event announcements 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 10 am and 5 pm. 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 events.

FIRST CHOICE

SECOND CHOICE

THIRD CHOICE

Time: _____

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

Please return the form to Lu Dick by emailing membership@chenangony.org.