



Ribbon Cuttings

by **alamance** chamber™

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Ribbon Cutting Event Agreement

Opening or relocating a business is a very exciting time, and the Alamance Chamber is pleased to provide the planning and marketing for your Ribbon Cutting Event. Ribbon Cuttings can be scheduled during business days from 9:00 a.m. - 4:00 p.m. Please consider the items listed below during this time of planning. **Members must be current in dues during the planning and implementation of the event.**

Cost: Chamber members in the Executive, President, and Chairman level membership tiers are eligible for a complimentary ribbon cutting or groundbreaking event annually. Chamber members in the Business level tier will incur a \$100 fee for a ribbon cutting or groundbreaking event.

Planning: Chamber staff will contact city and county elected officials, and chamber volunteers. For this reason, we ask for at least two weeks to coordinate schedules.

Your business provides:

- Short biography of your organization
 - Directions to your business
 - Name/title of contact who will speak on behalf of the business during the event
- * It is also encouraged that you provide refreshments for guests at the event.*

The Chamber provides:

- Sound system
- Camera
- Ribbon
- Large Scissors
- Copies of an agenda to pass out to guests at the event

Marketing: The Chamber will publicize the ribbon cutting on their website under the Events Calendar. We will also send an e-mail invitation to our board members and ambassadors. A photo from the event will be posted on the Chamber's website, the Chamber Connection publication, and on the Chamber's Facebook page.

Business Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Preferred Event Date/Time: _____

Reason for Event (grand opening, new location, etc.): _____

Address of Event Location: _____

Please return completed form to Kelly Roberts at kelly@alamancechamber.com or fax to 336.228.1330. Chamber staff must receive this agreement, signed with preferred date, before marketing and planning the event. For more information, please call 336.228.1338.

