



RIBBON CUTTING PLANNING FORM

Please note the Chamber must be in receipt of your membership dues to schedule

Business Name: _____

Contact Person: _____

Best Way to Contact: _____

Phone: _____

Email: _____

Physical Address: _____

If different from membership records

Special Directions: _____

Date & Time Requested:

Ribbon Cuttings are generally set at least two weeks in advance; please provide 2-3 optional dates and times (Monday afternoon thru Friday morning only)* _____

**A representative of the Chamber will contact you to confirm the availability of the date and time requested*

You may have an event that lasts for 1-3 hours; however, we must set a specific time for Ribbon Cuttings. For example, "4pm" not "3pm to 5pm".

***Please do not schedule your event until date and time are confirmed by the Chamber—
Events scheduled prior to communication with Chamber cannot be guaranteed***

Ribbon Cuttings Are a Service for Chamber Members