



MEMBER EVENT REQUEST FORM

Ribbon Cutting | Grand Opening | After Hours | Open House

Member Join Date: _____

Do we have your logo on file in PNG and JPEG formats? _____

Have you received your membership plaque? _____

What type of event do you want to host? Circle all that apply:

Ribbon Cutting | Grand Opening | After Hours | Open House

Who can we call to coordinate this event (NAME, NUMBER): _____

What email do we send the proof of the event invitation to? _____

What date would you like to host your event? _____

Time of the Event: _____

Location of the Event: _____

NOTE: We require a minimum of two weeks to promote the event. We want to do our best to get as many folks out to your business for this celebration as possible. For daytime Ribbon Cuttings, Grand Opening, or Open Houses, we recommend a Tuesday, Wednesday, or Thursday from either 11AM -12PM or 12PM-1PM. For evening After Hours events, we recommend a Tuesday or Thursday, from 5PM-6PM. For Ribbon Cuttings, the ceremony will take place at the 15-minute mark within the hour. Example: If your event is from 12PM-1PM, we will hold the Ribbon Cutting ceremony at 12:15PM.

What type of special features will you have at your event? Please circle all that apply.

Appetizers | Lunch/Dinner | Non-Alcoholic Drinks | Alcoholic Drinks | Door Prizes

Please Provide Details Below:

FOR OFFICE USE

Date Event Invitation Approved: _____

Invitation Approved By: _____