



Marin ACE, 2011

Dear Valued Chamber Member:

We at the San Rafael Chamber are pleased to help you with your celebration! The Ribbon Cutting ceremony offers a special opportunity to meet key leaders in the San Rafael community as well as your neighbors. We created this guide to help your celebration be a great success!

The ceremony is conducted by Chamber staff and features red ribbon, extra-large celebratory scissors, and a commemorative photograph. We have also partnered with FASTSIGNS to include a 2' x 5' banner with your name and/or logo in honor of the ceremony. Ceremonies require some planning so please contact us at least 6 weeks in advance. A checklist of expectations are listed on the back of this page.

If you have any questions please call us at 415-454-4163 or email frontdesk@srchamber.com

What the San Rafael Chamber will do for you:

- List your event on the Chamber Website Calendar
- List your event in the Chamber E-Newsletter
- List your event on the Chamber Ribbon Cuttings Page
- Post your event on Chamber social media pages
- 2x5 banner with your name and/or logo
- Invite:
 - Elected Officials
 - San Rafael Chamber Board of Directors
 - The Ambassadors Committee
 - Chamber Employees
- Provide Ribbon/Scissors and Conduct the Event
- Press release template for you to distribute
- Event photo album created on San Rafael Chamber Facebook page
- San Rafael Chamber provides photographer and commemorative photo (additional photographs will be available for purchase from photographer)

Cost for Ribbon Cutting Package—\$175.00



101 Surf Sports, 2012



Bloom Marin, 2016

Dear Valued Chamber Member:

Congratulations on your upcoming celebration! We at the San Rafael Chamber are pleased to help you make the most of your event. From our experience, you can expect anywhere from 5 to 50 people in attendance. This depends on a number of factors, the most essential being your promotional efforts to invite your contacts (clients, friends and family members) to your special event.

If you do not have a brick and mortar business and would like to hold a Chamber Ribbon Cutting, we are happy to offer the option of holding your event at the Chamber. Chamber-based celebrations will be held on Friday mornings from 9:00-10:00am. In addition to the benefits listed on the opposite side of this form, the Chamber will also provide pastries and beverages, including coffee, at your Ribbon Cutting.

Member's Checklist:

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Work with Chamber staff to select a date six weeks in advance | <input type="checkbox"/> Invite: |
| <input type="checkbox"/> Fill out Ribbon Cutting flyer template (provided by Chamber) and return to Chamber | Customers and Prospects |
| <input type="checkbox"/> Complete press release template and distribute to contacts | Friends and Family |
| | Neighboring businesses |

Please fill out the form below to begin planning your special event!

- Event will be held at member's business Event will be held at Chamber offices

Name _____ Business Name _____

Address where event will be held _____

Phone Number _____ Email _____

Payment By (Circle One) - CHECK / VISA / MASTERCARD / DISC Cost is \$175.00

Check # or Card # _____ Exp _____ CVV _____

Billing Address _____ Zip _____

Selecting a date for Ribbon Cuttings at member businesses:

Celebrations are held on Wednesday and Thursday evenings from 5-7pm, with the ribbon cutting ceremony at 6pm. Note that the Mayor is only available on Thursdays. The Vice Mayor will be invited to Wednesday Ribbon Cuttings. Please give us three dates that would work for you:

_____, _____, _____

Selecting a date for Ribbon Cuttings at the Chamber:

Celebrations are held on Fridays from 9-10am. Ribbon Cutting ceremony will take place at 10:00am. Please give us three dates that would work for you:

_____, _____, _____