



Ribbon Cutting Information Form

Event Occasion: Grand Opening Relocation Anniversary Expansion/Renovation
Event Type: Photo Opportunity Open House/Community Invite Only

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Location Address: _____

Requested Date: _____

Requested Times: _____ to _____ Ribbon Cutting: _____

Alternate Date/Times: _____

Description of Event (including special door prizes, event-only offers, etc.): _____

Who is speaking for your company (please include names and titles): _____

WHAT DO YOU NEED FROM THE CHAMBER?

- Chamber Official Ribbon Cutting Scissors
- Red Colored Ribbon
- Camera/Photographer
- Chamber membership mailing labels - \$35
- Invite local, county and state elected officials
- Create Facebook Event
- Post on Chamber/Community Calendar
- Include in Chamber eNewsletter to Members
- The Announcer* advertising rates - \$75 - \$450
- List of Chamber member caterers/rental companies etc.
- Other: _____

<p>Please return this form to: Allendale Area Chamber of Commerce 11325 54th Avenue Allendale, MI 49401 aacc@allendalechamber.org or office@allendalechamber.org</p>	<p>Office Use Only:</p>
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