

NEW BERN CHAMBER OF COMMERCE

P.O. Drawer C, New Bern, NC 28563

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RIBBON CUTTING / GROUNDBREAKING PLANNER

The New Bern Area Chamber of Commerce is pleased to sponsor a ribbon cutting/groundbreaking for your business.

This is a benefit of your membership and there is no additional charge for this service.

Please complete this form and return it to Sharon Roach **at least three weeks prior to the event.**

The Chamber staff will arrange the following for your ribbon cutting/groundbreaking:

Design and distribute, via email, invitations to all Chamber members, including Board members, and city & county officials.

Arrange for Chamber President/Chair to act as emcee, provide ribbon and scissors (or shovels for groundbreaking), grand opening banner (please request banner)

An agenda similar to the one below will be followed:

Welcome by Chamber President/Chair on behalf of business community with comments by elected officials when present

Comments by business owner, including introduction of staff, partners, corporate officers, and family members present.

Ribbon cutting/groundbreaking services

**~For scheduling purposes, Please try to plan your event during the following times:
Monday-Thursday 9:00-4:30; Fridays 9:00-2:30**

Name of Business: _____

Location: _____

Day & Date of Event: _____ Time: _____

Contact Person: _____ Phone: _____ Fax: _____

Email Address: _____

Reason for Ribbon Cutting: (Please check ALL that apply) Grand Opening New Ownership
 New Location Name Change Other: _____

Will refreshments be served following ribbon cutting/groundbreaking? _____

****If you are serving refreshments, we ask that you use a Chamber member for this service.***

Ribbon cutting/groundbreaking (photo opportunity) For \$25.00 the Chamber will provide a framed photograph complete with a piece of the ribbon from the event as a keepsake.

___ YES, WE WOULD LIKE TO HAVE A FRAMED PHOTO OF OUR EVENT

Please attach a brief description of your business/non-profit, your services and/or products and what you want your clients/consumers to know about you or your business (Max 550 words).

If you have a logo you would like us to use on your invitation, please provide a camera-ready copy via email to sroach@newbernchamber.com

