

## Welcome to the Carpinteria Valley Chamber of Commerce Planning your Ribbon Cutting Ceremony

**A Ribbon Cutting Ceremony** is a spectacular way to introduce your business to the community and your fellow Chamber members! Your event can be as simple and informal, or as extravagant and ceremonious as you prefer. The celebration should reflect your company's values, personality and desired image, while providing maximum visibility for your business. Celebrate a Grand Opening, Anniversary, and New Office Warming's - all fun reasons to celebrate & create buzz about your business.

Please complete the form below and notify the Chamber office 3 weeks in advance of your requested ribbon-cutting ceremony. The more time, the more we are able to promote your big event to ensure it is a smashing success!

The checklist below is an invaluable tool that will assist you in covering important points that otherwise might be overlooked at this exciting and busy time.

### EVENT CHECKLIST:

- ✓ Contact the chamber office and return the form below at least 3 weeks in advance
- ✓ Provide background information and 75 word description including product/services & background that can be utilized in marketing your event
- ✓ Provide refreshments (appetizers & beverages) utilizing your network of fellow Chamber Members
- ✓ Order business cards and SWAG for distribution, in addition to any items for prizes or raffles
- ✓ Send invitations to VIP's, new business neighbors, friends, family, & the community
- ✓ **The Chamber** will create an Invitation Flier for publication
- ✓ **The Chamber** will share event in our weekly E-NewsFlash & Social Media Sites-we recommend you also share the event with your colleagues and friends
- ✓ **The Chamber** will notify Elected Officials to provide Certificates of Recognition

Today's Date: \_\_\_\_\_ Date & Time Preference: \_\_\_\_\_

Name & Description of the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner or Manager: \_\_\_\_\_

Representative accepting Certificates: \_\_\_\_\_ Title: \_\_\_\_\_

Send to: **The Carpinteria Valley Chamber of Commerce, 1056-B Eugenia Place, Carpinteria, CA 93013** or [joyce@carpinteriachamber.org](mailto:joyce@carpinteriachamber.org)

Chamber President/CEO Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## Ribbon Cuttings Galore!



Crowne Plaza Ventura Beach  
Remodel Celebration



California Avocado Festival  
New Offices



JR Bookkeeping Services  
Year Anniversary