

Caldwell Chamber of Commerce Ribbon Cutting/Grand Opening Policy

Welcome to the Caldwell Chamber of Commerce! We are happy to help coordinate your grand opening/ribbon cutting ceremony. Please see the following list of guidelines which will make your event a success:

To schedule your Ribbon Cutting, please contact the Chamber two to three weeks prior to the proposed event date in order for your organization's ribbon cutting/grand opening event to be publicized.

The Chamber will provide bows, ribbon, and the ceremonial scissors for the ribbon cutting/grand opening. The Chamber encourages all events to be held during the business week (Monday-Friday) between the hours of 9:00 AM and 4:30 PM

The member is responsible for inviting friends/family/media to the event. Though the media will receive the notice of the ribbon cutting via the Newsletter and/or blast e-mail, the Chamber cannot guarantee that the media will attend the event.

Please be aware that the time of your event is published in the Newsletter and/or blast e-mail, so many people depend on your promptness.

The photo of your organization's grand opening/ribbon cutting event will be published in the Chamber's monthly newsletter, the Chamber's website and on the Chamber's Facebook Page.

Please sign below to indicate that you understand and will abide by the Caldwell Chamber of Commerce's Ribbon Cutting/Grand Opening Policy. Please email the completed form to visitors@caldwellcochamber.org or fax to _____. Should you have any questions, please call the Chamber at 828-726-0616.

Company Name: _____
Address: _____
City State Zip _____

Phone Number: _____ E-Mail Address: _____
Preferred Date: _____ Preferred Time: _____
Print Name of Organization Contact: _____
Signature of Organization Contact: _____ Date: _____

