



Ribbon Cutting Request Form

Complete form and email it to Melissa Rea at mrea@concordchamber.com. Once your date is confirmed the chamber will post your event on the chamber website calendar and create a Facebook event page. The chamber will provide red ribbon and scissors for your ribbon cutting.

Today's date: _____
Please submit ribbon cutting request form at least two weeks before preferred date.

Ribbon Cutting must be during chamber office hours Monday-Friday, 9:00 a.m. - 3:30 p.m.

First Choice Date: _____ Time: _____

Second Choice Date: _____ Time: _____

Name of Business: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Reason for Ribbon Cutting:

- | | |
|---|---|
| <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Anniversary (Please specify year celebrating): _____ |
| <input type="checkbox"/> Grand Re-Opening | <input type="checkbox"/> Other (Please specify): _____ |
| <input type="checkbox"/> Relocation | |
| <input type="checkbox"/> Remodel | |
| <input type="checkbox"/> New Ownership | |

Detailed explanation of event (i.e. – refreshments, speeches, performers, special invited guests, expected length of time, etc.)

Requested Attendance (please mark all that you are requesting):

- | | |
|---|---|
| <input type="checkbox"/> Concord Chamber Board of Directors | <input type="checkbox"/> Concord City Councilmembers/Staff |
| <input type="checkbox"/> Concord Chamber Ambassadors | <input type="checkbox"/> Other Elected Officials' Representatives |
| <input type="checkbox"/> Concord Chamber Members | |



RIBBON CUTTING GUIDELINES

- Ribbon Cuttings are a free service of the Greater Concord Chamber of Commerce and are an exclusive benefit of Chamber membership.
- Chamber Member must be in good standing.
- Please submit ribbon cutting request form at least two weeks before preferred date.
- Ribbon Cuttings are scheduled Monday-Friday, Chamber working hours only. These times increase likelihood of attendance from the business community.
- We will make every effort to get a number of our Concord Chamber Ambassadors, Board Members, Chamber Members & City Officials to your event although we cannot guarantee that a specific number will attend.
- If you prefer NOT to have Ambassadors/Board Members there (i.e. you only want employees and/or family in the photo) you must let us know immediately.
- Some members like to host food for the ribbon cutting guests (coffee & doughnuts in the morning, sandwiches or appetizers at lunch). This is NOT required, but it is a nice touch and at your discretion.
- You may also want to schedule a brief tour of your facility or orientation about your business.
- Some members like to have small gifts or prizes to give out. Again, this is at your discretion and not required.
- We will place a photo of your ribbon cutting on our Facebook, Twitter, Instagram and LinkedIn accounts.