

Ribbon Cutting Reservation Form

- Complete this form and return it to the Chamber Office | Attn Mark Allen •
- Allow 48-72 hours for processing. *Thank you!*

- Pre-registration with the Chamber for Ribbon Cuttings is required with two weeks advance notice.
- Events are scheduled based upon availability during business hours only.
- Submit all changes in writing to allenm@grandrapids.org.

Tell us what type of event you are planning...

- Renovation
 Grand Opening
 Ground Breaking
 Milestone Anniversary (1st, 5th, 10th...)
 Relocation

Event Day _____ Event Date _____

Time of Ribbon Cutting (if different from event time) _____

Company Name _____

Contact _____

Phone Number _____

Email _____

Address of Ribbon Cutting _____

Describe your Event (write two or three sentences to describe your celebration, including special promotions/products available to attendees or Chamber Members, open house hours, open to the public, for example. *Write as you wish it to appear on the Community Calendar if applicable.*)

What you need from the Chamber...

- Big scissors & ribbon
 List of local media contacts
 List of Chamber member caterers
- Announcement on the Community Calendar (event must be open to the public, not just Chamber members)
- Chamber membership mailing labels - \$300 complete list, \$300.00 (plus tax and \$5.00 s/h) for complete membership list (consists of approximately 2,700 firms). You will be contacted for a credit card, as prepayment is required.

Please Mail, Fax, or Email This Form and allow 48 – 72 hours for processing. Thank you!

GRACC | 111 Pearl St NW | Grand Rapids, MI 49503-2831 | Fax 616.771.0318 Email allenm@grandrapids.org.

Internal Use Only: Date Received: _____

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| <input type="checkbox"/> Chamber member in good standing | <input type="checkbox"/> If requested, caterer list sent | <input type="checkbox"/> If requested, media list sent |
| <input type="checkbox"/> Intranet/Outlook/Ribbon Cutting Schedule/ribbon cutting webpages | <input type="checkbox"/> If requested, Community Calendar | <input type="checkbox"/> Event Reconfirmed _____ |
| <input type="checkbox"/> Photo of event sent for newsletter | <input type="checkbox"/> Sales Person _____ | |