

Ribbon Cutting Reservation Form

• Complete this form and return it to the Chamber Office | Attn Leslee Fritz •

- Pre-registration with the Chamber for Ribbon Cuttings is required with two weeks advance notice.
- Events are scheduled based upon availability. We do not guarantee weekends or holidays.
- Submit all changes in writing to fritzl@grandrapids.org.

Tell us about your event...

Event Type

(check all that apply)

- Grand Opening**
 Ground Breaking
 Ribbon Cutting
 Relocation

Day _____ **Date of Event** _____

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

Company Name _____

Contact _____

Phone Number _____

Email _____

Address of Ribbon Cutting _____

Please describe your Event *(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...

- Chamber official ribbon cutting scissors**
 Ribbon
 Invite local officials
- List of Chamber member caterers**
 List of local media contacts
- 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); \$.25 per contact (plus tax and \$5.00 s/h; Minimum of \$50.00) for partial lists.

Please Mail or Fax This Form To:

Grand Rapids Area Chamber of Commerce | 111 Pearl St NW | Grand Rapids, MI 49503-2831 | Fax 616.771.0318
Allow 48-72 hours for processing. Thank you!

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 | <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 _____ | <input type="checkbox"/> Government Affairs |