

RIBBON CUTTING RESERVATION FORM

Complete this form and submit to constien@douglascountygeorgia.com.
Please allow 24 to 48 hours for processing.



The Douglas County Chamber would like to celebrate your new business, grand opening, or expansion/relocation of an existing business in the community. We are excited for your success and appreciate the opportunity to help mark your momentous occasion! Ribbon Cutting must be held within **six months** of your opening and the form must be received **three weeks** prior to the requested date of your event.

Ribbon Cutting ceremonies take place on either Wednesdays or Thursdays at **11:30 a.m. only**.

***If your business doesn't meet the criteria, please reference our Member Milestone Celebration form!**

PURPOSE FOR RIBBON CUTTING

_____ Grand Opening _____ Business Expansion _____ Business Relocation

REQUESTED DATE Date 1 (preferred): _____ Date 2: _____

COMPANY _____

ESTABLISHED DATE _____ YEARS IN BUSINESS _____

CONTACT NAME _____ PHONE _____

EMAIL _____

ADDRESS FOR RIBBON CUTTING (Note: Ribbon Cuttings can be held at the Chamber office for those without a physical location)

WHO WILL PROVIDE COMPANY REMARKS DURING CEREMONY? _____

Please describe any additional activities that will be taking place during the event (i.e. open house, tours, special promotions or discounts, etc).

Please describe your business and provide us with information that you would like for us to include in the press release about your Ribbon Cutting. (for additional space, please provide attachment description).

REFRESHMENTS PROVIDED? (optional) _____

A RIBBON CUTTING INCLUDES:

- Special scissors, ribbon, and a brief agenda for the ceremony provided by the Chamber.
- Full photography package - candid photos, ribbon cutting group photo and staff photo upon request.
- Guaranteed Chamber President/CEO or Chamber Board Chairman attendance.
- Invites sent to Chamber Board of Directors, Diplomats, press and local elected officials, but cannot guarantee elected official attendance.
- Event posted on the Chamber Calendar, Community Calendar, and as a Facebook event.
- Press release and photo sent to local press, but cannot guarantee publication in outside news outlets.
- Photos and press release published to the Chamber's social media, website, as a weekly email featured article, and in the monthly publication of Chamber Matters.

Submit completed form and your business logo in .jpg format to constien@douglascountygeorgia.com.