



# RIBBON CUTTING

## RESERVATION FORM

Complete this form and submit to [gamble@douglascountygeorgia.com](mailto:gamble@douglascountygeorgia.com).  
Please allow 24 to 48 hours for processing.



OUTSIDE THE LINES  
DOUGLAS COUNTY, GA

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 take place during the event (i.e. open house, tours, special promotions or discounts, etc).

Please provide a brief overview (3 sentences) of your business for us to include in the media release about your Ribbon Cutting. (for additional space, please provide attachment description).

**REFRESHMENTS PROVIDED?** (optional) \_\_\_\_\_

### A RIBBON CUTTING INCLUDES:

- Special scissors and ribbon for the ceremony facilitated by the Chamber.
- Photo opportunity with Chamber staff member, and Diplomats. (CEO appearance as schedule permits)
- Invites sent to Chamber Board of Directors, Diplomats, press and local elected officials, but cannot guarantee elected official attendance.
- Event posted on the Chamber Events Calendar and Community Calendar.
- Media release and photo sent to local press, but cannot guarantee publication in outside news outlets.
- Photos and media release published to the Chamber's social media, website, and as a weekly email featured article.

Submit completed form to [gamble@douglascountygeorgia.com](mailto:gamble@douglascountygeorgia.com)