



# RIBBON CUTTING REQUEST FORM

## SECTION ONE: TELL US ABOUT YOUR EVENT

*This information will help us to better promote your business and the event.*

**Company Name:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_ **Contact E-Mail:** \_\_\_\_\_

**Event Location Address:** \_\_\_\_\_

*(\*Ribbon Cuttings can be held at the Chamber office for members who do not have a physical location.)*

### Proposed Event Date Options:

Option #1 Date: \_\_\_\_\_ Option #1 Time: \_\_\_\_\_

Option #2 Date: \_\_\_\_\_ Option #2 Time: \_\_\_\_\_

### Purpose for Ribbon Cutting *(please select one):*

Grand Opening  Business Expansion  Business Relocation  New Ownership  New Chamber Member  Other

*\*If Other please list reason:* \_\_\_\_\_

**Do you currently have a business license with the City of Enterprise?**  YES  NO

**Who will provide company remarks during the Ribbon Cutting Ceremony?** \_\_\_\_\_

**Do you have any additional company representatives that you would like recognized?**  YES  NO

*\*If YES, please list names and titles:* \_\_\_\_\_

**If you have any additional activities or promotions scheduled during event, please describe:** \_\_\_\_\_

**Please describe your business and provide any additional information that you would like for us to include in promotional advertising for your ribbon cutting:** \_\_\_\_\_

## SECTION TWO: TELL US WHAT YOU NEED FROM THE CHAMBER *(check all that apply)*

- Chamber Membership mailing labels - \$15.00
- Chamber Member caterers list
- Local media contacts list

### PLEASE EMAIL, DROP OFF, OR MAIL THIS FORM TO

Enterprise Chamber of Commerce  
PO Box 310577 | 553 Glover Ave, Enterprise, AL 36330  
Phone: (334) 347-0581  
Email: [info@enterprisealabama.com](mailto:info@enterprisealabama.com)

*\*A Chamber team member will contact you once your request has been processed. Feel free to contact us with additional questions.*

### OFFICE USE ONLY

Form received: \_\_\_\_\_

Event date: \_\_\_\_\_

Payment received: \_\_\_\_\_

Check/Cash/CC