



RIBBON CUTTING REQUEST INFORMATION PACKET

Congratulations! As a member of the Enterprise Chamber of Commerce you are entitled to a Ribbon Cutting/Grand Opening event to celebrate and promote your business! This exclusive opportunity is just one of the benefits provided to our members, at no additional cost to you! We appreciate your support and the opportunity to drive new foot traffic to your location.

HOW DO I REQUEST A RIBBON CUTTING?

To better serve you and create a successful experience with adequate promotion time, we request that you submit your request in writing **at least 3 weeks** prior the date requested via our Ribbon Cutting Request Form. Ribbon Cuttings can be scheduled **Monday through Friday from 8:30 am to 4:30 pm**. (**Attendance is usually best Tuesday – Thursday, between the hours of 10 am and 2 pm.*)

WHAT ARE THE BENEFITS OF HOSTING A RIBBON CUTTING?

Ribbon Cuttings are a great way to announce your company's Grand Opening, Expansion, Relocation and/or announce your new membership with the Enterprise Chamber of Commerce. As a Chamber event, your company will be featured in the following promotions:

- Advertised event through our Enterprise Chamber Facebook page. **Our page currently has over 10,000 followers and has reached over 275,000 in the past year.*
- Advertisement in our weekly e-newsletter at least 2 weeks prior to the event date. **Current distribution list is over 1,725 subscribers.*
- Free posting to our community calendar on our website at www.EnterpriseAlabama.com. **Our webpage had over 30,000 visits in the last year.*
- Chamber will send invitations to local media outlets such as newspaper, radio, and television stations, for opportunity to be featured in their publications and broadcasts (**At least one featured photo guaranteed, all other features at discretion of media providers.*)
- Opportunity to meet local officials, business and community leaders, and other Chamber Members.
- Opportunity to promote your products/services to a captive audience and grow your customer base.

WHAT ELSE DOES THE CHAMBER DO FOR A RIBBON CUTTING?

- Invite the Chamber Board of Directors, local officials, general membership, local media, and area queens and encourage attendance.
- Have a member of the Chamber's team provide opening and congratulatory remarks and honor you with a framed certificate from the Enterprise Chamber to commemorate your special day.
- Stream the event live on the Enterprise Chamber Facebook page and publish so that you can share to your own digital forums.
- Photo package - including candid photographs of event shared to Chamber's social media outlets.
- Provide you with a list of local catering members for refreshments (upon request).
- Bring the scissors and the ribbon to facilitate your ribbon cutting!

WHAT DO I NEED TO DO FOR MY RIBBON CUTTING?

- Complete the ribbon cutting form and return to the Chamber at least 3 weeks prior to date requested.
- Promote your event! Some recommendations would be to:
 - Share event from the Chamber's Facebook page (multiple times).
 - Invite guests (customers, family, friends, etc.) by sending personal invitations. (**A mailing list of Chamber members can be provided upon request.*)
- Provide all pertinent company information, content, digital graphics, flyer, etc. to the Chamber at least 2 weeks prior to the confirmed event date. The more eye-catching the better! Be sure to include any promotions, tours, entertainment, etc., so guests know what to expect.
- Though not required, light refreshments are a great way to encourage guests to stay and mingle a little longer. (**Expected attendance usually between 15-30.*)



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

**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