

Ribbon Cutting Event Request Form

Available at business location on Tuesday mornings from 11:30 a.m. to 12:00 p.m. and Thursday afternoons from 4:00 p.m. to 4:30 p.m. (For businesses who do not have a site, the Chamber hosts Ribbon Cuttings at the Chamber building.)

Sample Itinerary (30 minutes)

A Traditional Ribbon Cutting the Chamber provides the following services:

- Invitation to Chamber Rangers and staff to attend
- List of dignitaries and media for you to invite
- Scissors and ribbon to be used
- Copy of the photo taken at the event
- Media coverage in the Monday Daily Sentinel
- Placement in Chamber's monthly newsletter

10:45 or 3:45

Chamber staff, Diplomats and business Representatives gather for photo. Ribbon is held by two volunteers and scissors are given to owner/manager for cutting.

11:00 or 4:00

Chamber staff takes three photos (two of actual ribbon being cut, one of a plaque being presented to owner/manager

11:10 or 4:10

Business spokesperson provides a brief overview (3-5 minutes) of the business for Diplomats and staff to "spread the word."

11:15 or 4:15

Adjourn for refreshments (if provided by business) & Chamber portion of event concludes.

Reason for Ribbon Cutting:

New Business

New Location

New Owner

Ground Breaking



*All scheduling request will be considered and answered within two weeks of submission. The Chamber will work to accommodate special requests that do not coincide with the aforementioned times but cannot guarantee them. For questions, call the Chamber at 970-242-3214.

Requested Date: (mm/dd/yyyy) _____

Requested Time: (see availability above) _____

Company Details:

Main Contact: _____ Phone: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Email (chamber correspondence only): _____

Website: _____

Phone (To be published in Newspaper): _____ Fax: _____

One Sentence Description: _____

Ribbon Cuttings are scheduled two or more weeks in advance. Fax this form to 970-242-3694 or email to info@gjchamber.org