



Ribbon Cutting



The Chamber's **Ribbon Cutting Ceremonies** are a great way to celebrate major milestones for your organization. In order to host a Ribbon Cutting, your business must be a Chamber member in good standing and must have recently; opened its doors, changed ownership, moved to a new location, been remodeled or expanded. While the celebration is yours to plan & customize, the Chamber team will assist you by providing the elements noted below.

Peace River & District Chamber of Commerce will provide:

- Use of our GIANT (3-foot) scissors, and a roll of brightly-coloured ribbon
- Promotion of the event in two separate emails to membership*
- Promotion of the event to Chamber Board Directors
- Creation & Distribution of a Media Advisory approximately one week prior to the event*
- Event listing on www.peaceriverchamber.com
- Promotion of the event via Facebook & Twitter
- Digital flyer to the host(s) for distribution to their clients, friends & Constant Contact*
- Digital photography at the event and copies of photos

Chamber Member Host / Sponsor will:

- Complete the form below and return it to the Chamber, at least two weeks prior to the event.
*Please note that all promotional activities noted above are contingent on receiving a minimum of two weeks notice
- Arrange for all activities that will be part of the event (ie. snacks, refreshments, tours, samples & special guests). We do request that you support your fellow Chamber members when making these decisions
- Provide someone to speak on your behalf, explaining who you are, what you do, introducing staff, and explaining what milestone or new beginning you are celebrating
- Event fee of \$50 for chamber members, \$150 for non-chamber members and a \$100 membership credit for prospective members.

Sponsoring Business: _____

Contact Name: _____

Date of Event: _____

Location & Address _____

Authorized By (Signature): _____