



Ribbon Cutting and Groundbreak Request Form

Available Dates: Tuesday, Wednesday, or Thursday

Available Times: 9:00 AM, 12:00 PM, or 4:00 PM

Out of respect to our volunteers and staff, the Chamber does not offer these services outside of normal business hours

Schedule with the Chamber office a minimum of 2 weeks in advance. Please confirm with the Chamber prior to inviting corporate guests.

Send high quality (300 dpi) logo in .JPG format.

The Chamber will send a courtesy email every Monday morning showcasing upcoming ribbon cuttings. The email blast will include your company description and logo.

The Chamber will provide the ribbon, ceremonial scissors, and a banner with your name.

The Chamber will take photos for Chamber publications and invite Chamber ambassadors as well as local elected officials.

The Chamber can only guarantee the attendance of one Chamber staff representative.

Company Information

Company Name: _____

Contact Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Address: _____ City: _____ Zip Code: _____

Company Name for Banner: _____

Describe your business in 2 sentences: _____

Description of Event: Grand Opening Open House Food and Drink Prizes

Reason for Event: New Business New Location New Member Ground Breaking

Event Information

Today's Date: _____ Time of Event (Start to Finish): _____

Date Requested: _____ Exact Time to Cut Ribbon: _____

Name for Banner: _____ Joint Event: Yes No

KACC ONLY:

Event Approved: _____ Banner Ordered: _____ Staff Calendar: _____ Facebook: _____ Website: _____ Email Blast: _____