



COTTAGE GROVE AREA CHAMBER OF COMMERCE GREETERS COMMITTEE
RIBBON CUTTING/GRAND OPENING REQUEST

Must be submitted no less than ten (10) business days prior to date of requested event.

Date Submitted: _____

Type of Event: Ribbon Cutting Grand Opening Both New Member: Yes No

Business/Organization Name: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Fax: _____

Requested Date of Event: _____ Time: _____

Address of Event: _____

City: _____ Zip Code: _____

Directions: _____

One sentence description of your business/organization (to be printed in the Chamber's *Business* publication, subject to editing):

What to Expect

For all ribbon cuttings/ground breakings, the Chamber and Greeters will provide:

- Greeter Committee members to attend and assist with Ribbon Cutting Ceremony set up;
- Cottage Grove Chamber ribbon and ceremonial oversized scissors;
- Arrangements for a City or Chamber Executive to introduce your business and cut the ribbon with you; and
- Photograph to be featured in next issue of the Chamber's monthly newsletter in the *Cottage Grove Sentinel*.

Recommendations for making your event successful and your business remembered:

- Contact the Greeter Event Chair well in advance of event so he or she can begin outreach to the community.
- Provide coffee/punch/water for your visitors – something hot on a cold day, something cold on a hot day.
- Provide food to encourage visitors stay, look around and visit with you.
- Designate in advance who from your business will cut the ceremonial ribbon with the City or Chamber Executive.
- In the event of a Grand Opening, provide specials that encourage individuals to shop.
- Ensure that you have extra help for the day so you can visit with the businesses people that come to welcome you.

Upon completion, return to:

Karol Kuhn, Greeter Event Chair – Cottage Grove Chamber of Commerce – 700 E Gibbs, Suite 100, Cottage Grove, OR 97424
Phone or FAX application: 541-942-3085 For Office Use Only

Contacts Made By: _____

Date: _____