



## RIBBON CUTTING RESERVATION FORM

Complete this form and return it to the Chamber Office, Attn. Kim Boyd

Pre-registration with the Chamber for Ribbon Cuttings is required with two weeks advance notice.  
Events are scheduled based upon availability during business hours only. (M-F 8:30 AM - 5 PM)  
Submit all changes in writing to [kimb@calhouchamber.com](mailto:kimb@calhouchamber.com)

### Tell us what type of event you are planning:

Relocation     Grand Opening     Ground Breaking     New Management

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Address of Ribbon Cutting \_\_\_\_\_

Describe your event (write two to three sentences to describe your celebration, including special promotions/products available to attendees or Chamber Members, open house hours, open to the public, etc.)  
Write as you wish it to appear on the Event Calendar.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Chamber will provide the big scissors and red ribbon for the event. We will also have at least one staff member present to assist during the event. The Chamber will take photos during the event and public one photo in the Chamber Work Week section of the Anniston Star, as well as publish several photos on our social media accounts. The Chamber will promote the event on our online Event Calendar and through social media.  
We will also invite city officials within the municipality to attend.

Internal Use Only:                      Date Received: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Chamber Member in good standing | <input type="checkbox"/> Added to online calendar     |
| <input type="checkbox"/> Invitations emailed             | <input type="checkbox"/> Photo of event posted in TAS |
| <input type="checkbox"/> Added to shared calendar        | <input type="checkbox"/> Posted as Facebook event     |

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