



RIBBON CUTTING/GROUND BREAKING CELEBRATION GUIDELINES

Any member celebrating the opening of a new business, a milestone anniversary (1, 5, 10 years, etc.), an expansion, relocation, or new product line may schedule a Ribbon Cutting ceremony through the Chamber.

To be promoted and coordinated as a Chamber event, Ribbon Cutting event dates must be approved in advance by the York County Regional Chamber.

Because our volunteers who help produce these events are busy professionals, the following standard guidelines ensure you will have the best possible representation at your ribbon cutting. There is \$100 fee for this service unless your business is a Connector Level Chamber member or above.

- Ribbon Cuttings are scheduled on Tuesdays, Wednesdays or Thursdays between 9:00AM - 2:00 PM.
- Ribbon Cuttings will not be scheduled in conflict with any other Chamber event or on weekends or holidays.
- Ribbon Cutting dates are scheduled with a four weeks' notice. Keep in mind these are very popular events and there may be a significant waiting period before an ideal date is available.
- Your event date will be reserved after the following items have been submitted.
 - completed Ribbon Cutting Agreement Form
 - event fee – by check, credit card, or cash
 - a .jpeg or .png file of your company logo.
- After submitting the above items, if you have not received confirmation of your event date within the week, please follow up with our staff prior to making any related plans.

Other Notes:

- The Host is a member in good standing with the York County Regional Chamber of Commerce
- The Chamber logo is available through any Chamber staff member and should be added to any promotional materials created by Host for this event.
- In the event of cancellation by Host, refunds will not be issued.
- The Chamber will provide the following:
 - Event Consultation
 - Poles
 - Ribbon
 - Scissors





RIBBON CUTTING/GROUND BREAKING CELEBRATION AGREEMENT FORM

Company Name: _____ Contact Name: _____

Email: _____ Phone: _____

Website: _____

Requested Date/Time of Event: (option 1) _____ (option 2) _____

Event Location (street address, city, state) _____

Directions/Landmarks: _____

Reason for Event (circle all that apply):

Grand Opening	Groundbreaking	Anniversary
New Location	Additional Location	Renovation

Please provide a description of your event (to be used for promotional purposes) _____

Company representative who will speak on your behalf at the ceremony: _____

I have read and agree to the guidelines provided and understand that, upon submitting all required information, I will receive the Ribbon Cutting Toolkit to help me plan a successful event.

Authorized Signature Title Date

Payment Information/Event Finalization Amount Due: \$100.00

Payment Type (circle one): VISA MASTERCARD AMEX CHECK

Name (as shown on card): _____ Expiration Date: _____

Card Number: _____ Verification Code: _____

Authorized Signature: _____ Date: _____

