



# RIBBON CUTTING REQUEST

Make your Grand Opening, Reopening, Relocation or other special event a success with a Prince William Chamber Ribbon Cutting. Your Chamber is here to take the worry out of your event planning. Consider us part of your marketing team to help create an event to remember!

### The package includes:

- Planning Checklist
- List of Media & VIPs to Invite
- Promotion of Event in Chamber Communications:
  - Listed in E-planner email to roughly 3,500 email addresses. (3 weeks notice required to guarantee inclusion)
  - 1 Mention in the Chamber’s Social Media prior to event
  - After your event, Ribbon Cutting picture posted to Chamber’s social media
- Inclusion on Chamber’s online event calendar



### And for the Special Day:

- Giant Scissors on Loan
- Chamber Staff to assist at event
- Framed Picture Commemorating the Event

## Yes! We’d like to hold a Chamber Ribbon Cutting!

Reason for Ribbon Cutting: (New Business, New Location, etc.) \_\_\_\_\_

Ribbon Cutting Date: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_

Time the Ribbon Cutting ceremony begins: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Day-of Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Address: \_\_\_\_\_

*Please note: There is a \$100 up-charge for Ribbon Cutting events scheduled outside of normal business hours (Monday-Friday, 8:30 a.m.-5:00 p.m.)*

- \$200** Ribbon Cutting Package       **\$300** Weekend/After Hours Ribbon Cutting Package
- +\$100 Bonus** Basic Membership Mailing list provided electronically (*discounted price*)
- +\$150** Be 1 of up to 5 featured events in the Chamber’s Mid-Month Member Highlights Email (*goes out the 15<sup>th</sup> of each month*).

### Payment Method

- Check # \_\_\_\_\_
- Cash \_\_\_\_\_
- Credit Card Type (all cards accepted) \_\_\_\_\_

CC# \_\_\_\_\_ Exp.: \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

### Prince William Chamber of Commerce:

Contact Becky Ward for scheduling & questions at [ward@pwchamber.org](mailto:ward@pwchamber.org) or 571-765-1878.