



### **Ribbon Cutting Request Form**

Let's Celebrate! Ribbon Cuttings are a complimentary service that the Greater Temple Terrace Chamber of Commerce provides to members who have just started a new business, have moved to a new location, who have recently undergone a remodel, or are celebrating a milestone anniversary. As the business owner, you have the option of making this event as simple or as elaborate as you wish.

The Greater Temple Terrace Chamber provides the camera (professional photographer schedule permitting), the scissors and the ribbon. We will make sure to notify our Ambassadors and Board of Directors of the event and will share the exciting news on our event calendar, social media, and with the community. The Chamber will also invite the Mayor and other city officials, but we cannot guarantee attendance.

#### **MEMBER RESPONSIBILITY: (Ideas/Considerations)**

1. Provide entertainment, hors d'oeuvres, refreshments and door prizes. Make it a networking event!
2. Have a drawing and collect business cards so you can follow-up with attendees!
3. Advertise on Your Social Media sites!
4. Be creative and have fun. This is an opportunity to let the community know all about your business.
5. PLEASE NOTE: The member is responsible for inviting customers, family, friends, and colleagues.
6. We recommend the event occur between the following time slots:

During Lunch (11:30-12:30pm) Best for businesses with time-constraints & limited funds or Late Afternoon (4:00-5:00pm) If you would like to host an extended event and serve adult beverages.



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To get the best marketing for your Ribbon Cutting, requests must be received 30 days prior to the proposed dates. We do NOT hold Ribbon Cuttings on the weekends. Member is responsible for all costs incurred such as food, beverages, outside advertising, etc.

Company/Organization: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1st Choice: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

2nd Choice: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

3rd Choice: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

The following questions will be used for marketing your special event:

Type of Event: (grand opening/anniversary, ground breaking, etc.)

\_\_\_\_\_

If you are serving food, what type? (Ex: subs, pizza, hors d'oeuvres)

\_\_\_\_\_

If you are providing door prizes or any discounts, what type?

\_\_\_\_\_

Will you be offering tours during your event: \_\_\_\_\_

Please provide us your company logo and/or flyer to be used in promoting the event. Questions? Need help with caterers, event planning, printing or promotional items? Contact the Greater Temple Terrace Chamber of Commerce at (813)989-7004 or [info@templeterracechamber.com](mailto:info@templeterracechamber.com)