



EDMOND

AREA CHAMBER OF COMMERCE

Ribbon Cutting & Groundbreaking Request Form

To request your event date, please complete this form and return to Brittany Willison at bwillison@edmondchamber.com

Company Name: _____

Location for Event: _____

Helpful landmarks/cross streets: _____

Contact Person: _____ Phone: _____

Email: _____ Website _____

IMPORTANT SCHEDULING NOTES:

- Please submit your request form at least 2 weeks prior to your proposed event date.
- Ribbon cuttings/groundbreakings are offered Monday – Thursday 8 a.m. – 4:30 p.m. and Friday 8 a.m. – 3:30 p.m.
- Please do not schedule your event until your date and time are confirmed by the Chamber. *Events scheduled prior to communication with the Chamber cannot be guaranteed.
- One Ribbon Cutting/Groundbreaking per year included in Chamber membership. Additional Ribbon Cuttings/Groundbreakings within a one-year period may be scheduled for \$150 each.

Reason for Celebration: Grand Opening Relocation Remodel
 Groundbreaking Anniversary: ____ Years Other: _____

Proposed dates/times:

1st Preference: _____ Time: _____

2nd Preference: _____ Time: _____

3rd Preference: _____ Time: _____

Number of shovels needed (Groundbreakings only): _____

Description/background of business and services provided for press release:

Once your request form is received, a Chamber representative will contact you to confirm the availability of the dates/times you requested.

OFFICE USE ONLY:

- Membership verified
- Completed request form
- Schedule on public calendar
- Invite Ambassadors via calendar invite
- Schedule text reminder
- Write press release