



# Ribbon Cutting Guidelines

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

Contact Person: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Requested Event Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

***(must be a Tues, Wed or Thurs during business hours only; please check Chamber Calendar of Events to avoid a conflict)***

**Event options offered by member:**

- Facility tours
- Food
- Beverages
- Drawings
- Swag/prizes

\_\_\_\_\_  
**Member Signature**

\_\_\_\_\_  
**Date**

Once member returns signed document, the Chamber will provide:

- Event posting on the Chamber website calendar of events
  - Event posting forwarded to organization for review
- Invitation to our Ambassador Committee members, Board of Directors, office staff, city officials, and local press (Oxford Ledger, Daily Dispatch, Butner-Creedmoor News, US 98.3, Next Door Radio, WIZS)
- Event posted on social media
- Ribbon and giant scissors for event
- Photo of the event will be placed on social media (LinkedIn and Facebook) and in The Chamber Update