

RIBBON CUTTING | GROUND BREAKING PLANNING

Events are available Tuesday - Thursday between the hours of 8:00 a.m. and 3:30 p.m. Please contact the team for alternative event options.

PROPOSED EVENT OVERVIEW

Requested Date(s): _____

Proposed Event Time: _____

Event timeline to communicate: Chamber arrives 30 minutes before event, Guests arrive 15 minutes before the event, RC or GB takes place at the time indicated on marketing with the celebration to follow.

EVENT LOGISTICS:

Event Host & Address:

Primary Event Representative

Contact Info. (email / phone)

This person is the one that will provide a 2-3 sentence press release statement

Reason for Celebration:

Event Location:

i.e. indoors or outdoors

If outdoors, what weather measurements are in place?

Additional Event Details:

i.e. are refreshments provided, will there be organizational tours, anything else we should know?

The event host would like to utilize the following complimentary Chamber items for the event in addition to the scissors and ribbon:

_____ Portable Speaker / Microphone
(requires electricity)

_____ Portable Speaker / Microphone
(doesn't require electricity)

_____ Celebration Cannon
(biodegradable paper popper)

_____ Portable Podium
(black metal front for logo signage)

Celebration Confirmation

Event Date: _____ Event Time: _____

Date Confirmed: _____ Confirmed by: _____

Press Release

Statement Date Received

Press Release

Emailed Date to Media