Ribbon Cutting Scheduling & Media Information

To schedule your ribbon cutting, please fill out this form and return it to [jennifer.oberheim@decaturchamber.com](mailto:jennifer.oberheim@decaturchamber.com).

Based on the provided information, we will check availability of the requested date and time.

|  |  |
| --- | --- |
| Company/ Organization |  |
| Address/Location of Event |  |
| Website and/or social media address |  |
| Name of Owner(s) or Manager(s) to be present (please include titles) |  |
| Date & Time of Celebration  (subject to availability) |  |
| Reason for the Celebration | * Grand opening * New location * Extensive Remodel * Special Anniversary – Celebrating \_\_\_\_\_\_\_ years in business |
| Refreshments/Giveaways  (please give details if possible) |  |
| Description of Business/Organization  (what makes your business  unique or special) |  |
| Additional Information  (please tell us anything else that might be important) |  |

Please provide us information on who will be coordinating your event.

|  |  |
| --- | --- |
| Name & Title |  |
| Phone Number |  |
| Email Address |  |

What you can expect from the Decatur Regional Chamber of Commerce:

* We will coordinate with City of Decatur, Village of Forsyth, or Village of Mt. Zion to have representation at your event.
* We will send a press release on your behalf to our media contacts.
* We will promote the event via:
  + An eblast to our members
  + Event listing on our website
  + Social media channels
* Chamber Ambassador representation at your event.
* We provide the ceremonial scissors as well as Chamber ribbon.
* Chamber staff will arrive 45 min prior to the scheduled event time to set up. We can provide a podium and speakers/microphone if needed.

Please email a high resolution version of your company logo (jpeg/png preferred) to [Jennifer.oberheim@decaturchamber.com](mailto:Jennifer.oberheim@decaturchamber.com).