



**HARRISBURG REGIONAL**  
**CHAMBER & CREDC <sup>SM</sup>**  
**BOLD LEADERSHIP. VISIONARY MEMBERS. POWERFUL RESULTS.**

## **Ribbon Cutting Celebration Application**

**Congratulations!** If you're filling out this application, we know you have something **BIG** to celebrate, and we're excited to hear from you. Let's start with the basics.

**What is a ribbon cutting?** A ribbon cutting is a great **photo opportunity** to help you commemorate a milestone in your business. The photo opportunity may be held independent from or accompanied by a larger event including brief remarks from business leaders and dignitaries, an open house, or another special event.

**When can I host a ribbon cutting?** Our team works hard to impress you. To help us maintain a high level of excellence, all ribbon cutting applications must be received at least three weeks prior to the event date and are scheduled on a first-come, first-served basis. To guarantee you the highest level of service and dependability, events cannot be scheduled in conflict with previously scheduled Chamber events or outside of Chamber business hours. With a little flexibility, we're certain we can find a time that gets you the great photo opportunity you deserve.

**Have more questions before you complete the application?** Give us a call at 717.232.4099.

### **Tell us about your business**

**Organization Name:** \_\_\_\_\_

**Address for ribbon cutting:** \_\_\_\_\_

\_\_\_\_\_

### **Main Event Contact(s)**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

### **Tell us About the Event**

**What are we celebrating?** *(Check one)*

New Business      New Location      Relocation      Expansion      Remodel/Rebrand

Other (explain): \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

*(Suggested times: Tuesday-Thursday 10AM-3PM)*

## A Few More Questions

**Event Dress Code** (*Check one*):      Business Formal (Suit)                      Business (Blazer)

Business Casual (Collared Shirts)                      Casual (Demin/shorts acceptable)

Other (explain): \_\_\_\_\_

**Do you have an event timeline?** If so, please include.

### What services would you like the Chamber to provide?

- Loan of ceremonial scissors/ribbon
- Listing of elected officials for invitation purposes
- Event/catering directory
- Event timeline assistance
- Photo of the ribbon cutting
- Promotion of event to members\*
- Remarks from Chamber Representative
- Chamber Representative to serve as event emcee

*If you do not require event assistance and would simply like to invite Chamber staff to attend as guests, please email Helen Wallace, Assistant to the President & CEO, at [hwallace@hbgrc.org](mailto:hwallace@hbgrc.org).*

*\*Chamber members can promote their event as part of standard member benefits. Additional levels of promotion are available through paid marketing opportunities.*

### Thank you for taking the time to tell us about your event.

Your application will be reviewed by staff and a team member will contact you within two business days to determine availability to assist with your celebration.

Submit Application to ***membership@hbgrc.org***