



HARRISBURG REGIONAL
CHAMBER & CREDC SM
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; Cannot be schedule outside of Chamber office hours.)

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.

Ribbon Cutting Services & Rates

Select desired package(s)

- Member Ribbon Cutting* **\$250**
- Non-Member Ribbon Cutting **\$400**
- Expanded Ribbon Cutting* **\$700 (\$900 value)**
 - Member Ribbon Cutting
 - Company supplied ad/flyer featured in a one-time Chamber Rewards Email Blast that reaches nearly 4,000 inboxes
 - One-time Header Banner Advertisement in the Around the Corner Email Blast that reaches nearly 4,000 inboxes

**Denotes services available to members in good standing only. Base fee will be waived for members of 2+ years in good standing.*

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***