



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 (8:00AM to 4:00PM). 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: _____

Current Chamber Member: YES

NO

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): _____

A Few More Questions

Date of Event: _____ Time of Event: _____

Suggested times: Tuesday-Thursday 10AM-3PM

NOTE: Events cannot be scheduled in conflict with previously scheduled Chamber events or outside of Chamber business hours (8:00AM to 4:00PM; Memorial Day-Labor Day offices close at Noon on Fridays).

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.

Ribbon Cutting Services & Rates

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
- 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 Kianna Bowles, Executive Assistant/Board Liaison, at kbowles@hbgrc.org.

My Package (Check one): Standard Expanded

Package Options	Member Rate	Non-Member Rate
Standard Ribbon Cutting (services above)	\$200*	\$375
Expanded Ribbon Cutting <i>Includes one email blast and one email banner advertisement (pending availability)</i>	\$700* (\$850 value)	\$950

*Denotes services available to members in good standing only.

Submit Your Application: 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 celebrate@hbgrc.org