



Ribbon Cutting Request Form

Available Dates: Tuesday or Thursday

Available Times: 4:00 or 4:30 PM

- Schedule with the Chamber office a minimum of 4 weeks in advance preferred. Members will be notified after receipt of the form to confirm the event.
- The Chamber will promote ribbon cutting through the website, social media, and electronic newsletter.
- The Chamber will coordinate with the City of St. Charles to invite officials to attend events (mayor/alderman's).
- A chamber representative (staff, ambassador, or board member) will arrive 10 minutes before the actual ribbon-cutting ceremony and will bring the ceremonial scissors and ribbon. The representative will welcome the group and facilitate the ribbon-cutting ceremony.
- The typical ribbon cutting will last 15 minutes. Refreshments, drinks, door prizes, and decorations are suggested, yet optional and up to you.

Company Information

Company Name: _____

Contact Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Address: _____ City: _____ Zip Code: _____

Description of Event: ☐ Grand Opening ☐ Open House New ☐ Food and Drink ☐ Prizes

Reason for Event: ☐ New Business ☐ Location ☐ New Member ☐ Ground Breaking

Event Information

Today's Date: _____ Time of Event (Start to Finish): _____

Date Requested: _____ Joint Event: ☐ Yes ☐ No

Chamber Use Only

Event Approved: _____

Facebook: _____

Website: _____

Email Blast: _____

City Contacted: _____