

# Ribbon Cutting Request Form

Thank you for your interest in a ribbon cutting with the Greater Cape Ann Chamber of Commerce! We are happy to help your business with this fantastic publicity opportunity.



Today's Date: \_\_\_\_\_

## Business Information:

\_\_\_\_\_  
Business/Organization Name

\_\_\_\_\_  
Ribbon Cutting Event Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Website

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Primary Email

\_\_\_\_\_  
Primary Contact Phone

We look forward to being part of your special day. Please list your preferred date(s) and time for your event. Ribbon Cuttings are scheduled during regular business hours on Monday-Friday between 10 AM - 4 PM. Ribbon cuttings outside these hours may incur a fee.

## Reason for Ribbon Cutting:

Grand Opening    Relocation    New Ownership    Anniversary    Other

\_\_\_\_\_  
Preferred Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_ AM PM

Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

\_\_\_\_\_  
What time would you like to officially cut the ribbon?

**GREATER CAPE ANN CHAMBER OF COMMERCE**

*Serving Essex, Gloucester, Ipswich, Manchester-by-the-Sea, and Rockport*

24 Harbor Loop, Gloucester, MA 01930 ~ 978-283-1601 ~ 978-283-4740 (fax)  
[capeannchamber.com](http://capeannchamber.com) ~ [capeannvacations.com](http://capeannvacations.com) ~ [rockportusa.com](http://rockportusa.com)

- Please invite the following elected officials.
  - Senator Tar
  - Local State Representative
  - Mayor • City Councilors • Selectboard

We do not always receive confirmation of elected official attendance. However, If the elected officials respond that they cannot attend, would you like to reschedule your ribbon cutting?

- Yes
- No

### **Event Details**

Please include as much information as possible so we can best promote this event. Will you be providing any refreshments? Who will provide your catering? Will you have any special promotions or activities during the event? Are you offering tours of your facility or samples of your products?

Please note that your request is not guaranteed until we contact you with a confirmation. If you have any questions, please contact us at 978-283-1601 or via email [becca@capeannchamber.com](mailto:becca@capeannchamber.com)

## **We look forward to celebrating with you!**

**Chamber Member - FREE**

**Non-Member - \$150\***

*\*Applied as a credit toward membership if business joins within 2 months of ribbon cutting*

Payment Option :     Check         Credit Card

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

#### *For Internal Use Only*

Confirmed Date of Ribbon Cutting: \_\_\_\_\_ Time: \_\_\_\_\_

Ribbon Cutting Time: \_\_\_\_\_

Confirmation Sent     Posted to Calendar     Officials Invited

### **GREATER CAPE ANN CHAMBER OF COMMERCE**

*Serving Essex, Gloucester, Ipswich, Manchester-by-the-Sea, and Rockport*

24 Harbor Loop, Gloucester, MA 01930 ~ 978-283-1601 ~ 978-283-4740 (fax)  
[capeannchamber.com](http://capeannchamber.com) ~ [capeannvacations.com](http://capeannvacations.com) ~ [rockportusa.com](http://rockportusa.com)