

# RIBBON-CUTTING APPLICATION



The Conway Area Chamber of Commerce would like to help introduce your business to the community with a ribbon-cutting ceremony. The Chamber will provide specialty scissors, the ribbon, and will help conduct the ribbon-cutting ceremony. While the Chamber staff will take photos at the event, we do not provide a professional photographer or PA system. We encourage you to offer refreshments, giveaways, and tours of your facility at the event.

## Ribbon-Cutting Eligibility

Your company is eligible for a ribbon-cutting if you are preparing for or celebrating one of the following:

Grand Opening | Remodeled Existing Location | Celebrating an Anniversary | New Chamber Member | Moved to New Location

## Pricing Options

### Public - \$150

- Event included in calendar at ConwayChamber.org
- Photo included in Chamber's monthly newsletter
- Invitation sent to Chamber Ambassadors
- Email announcement to 4,000+ Chamber contacts

(Company is responsible for providing the artwork for email announcement as .JPEG

or .PDF)

\*Due to Covid-19 some changes to the above have been made. Changes can be found at [www.conwaychamber.org/covid-19](http://www.conwaychamber.org/covid-19).

### Private - Free

- Event included in calendar at ConwayChamber.org
- Photo included in Chamber's monthly newsletter
- Invitation sent to Chamber Ambassadors

**Companies should submit paperwork one month before requested date to ensure date and receive all benefits.**

**All ribbon cutting dates and times will be confirmed by the Conway Area Chamber of Commerce staff.**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is the event address the primary physical address for your company?      Yes      No

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Requested Event Date (T-Th): \_\_\_\_\_ Requested Time (Between 10:00 AM - 4:00 PM): \_\_\_\_\_

Ribbon-Cutting Selection:    Public (\$150)    Private (Free)    Occasion for Ribbon-Cutting: \_\_\_\_\_

## Description of the Ribbon-Cutting

When your event is added to ConwayChamber.org, the event listing will include a description of your event. Please provide the description you would like us to use to promote your event. *Tip: Include reason for celebrating, information about your products and services, owner and staff information, and the refreshments and giveaways you plan to offer.*

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## Credit Card Authorization

The public ribbon-cutting option has a \$150 one-time fee. Select your preferred payment option:      Invoice      Credit Card

\*Chamber membership dues and ribbon-cutting invoice payment must be received prior to the scheduled event.

If paying by credit card, please complete the following information:      Name on the Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_

**Please send your completed ribbon-cutting application to:**

**GetSmart@ConwayArkansas.org**