



# Ribbon Cutting & Groundbreaking Request Form

Save your form and email to [sgarza@cscedc.com](mailto:sgarza@cscedc.com)

Company: \_\_\_\_\_ Membership Level: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Today's date: \_\_\_\_\_

Ribbon Cutting (RC)  Groundbreaking (GB) Reason for RC/GB: \_\_\_\_\_

Preferred date: \_\_\_\_\_ Preferred time: \_\_\_\_\_

Alternative date: \_\_\_\_\_ Alternative time: \_\_\_\_\_

## Ceremony Information

Address for event/ceremony: \_\_\_\_\_

Where can attendees park? \_\_\_\_\_

Will the event be indoors?  YES  NO

If yes, how many people can you accommodate (allowing for 6 ft social distancing) \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Would you like the Chamber & EDC to provide remarks during the ceremony?  YES  NO

If so, who will we hand the ceremony over to after our remarks - include title?:

\_\_\_\_\_

Company Information/Biography (We use this information for our remarks. Attach an additional document, if needed):

Website: \_\_\_\_\_

Business accolades: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**By initialing this box, you acknowledge you will adhere to all El Paso County Health Department Guidelines outlined below to prevent the spread of COVID-19:**

- **Increase the frequency of cleaning practices (including sanitization of high-touch areas)**
- **Implementing 6-foot distancing measures**
- **Monitoring employees for COVID symptoms**
- **Providing personal protective equipment to employees**
- **Encouraging frequent hand washing with soap and water and increasing the availability of hand sanitizer and wipes (for both employees and customers)**
- **Disallowing sampling and customer access to bulk-bin options**
- **Notifying customer NOT to enter the store if they are sick**