



Ribbon Cutting Request

Save your form and email to bgraham@cscedc.com

Today's date: _____

Please submit ribbon cutting requests at least two weeks before your preferred date.

Preferred date: _____ Preferred time: _____

Alternate date: _____ Alternate time: _____

Ribbon cuttings may be scheduled on Wednesdays or Fridays at 10 a.m. or 2 p.m.

Reason for ribbon cutting: _____

What was the capital investment for your improvement or new location? _____

Will there be new jobs now or in the future? _____

Company bio: _____

Company name: _____

Type of business: _____

Address (Please include zip code and any major intersections): _____

Contact person: _____ Telephone: _____

Signature of owner/representative of business: _____

Email: _____ Website: _____

Chamber & EDC Representative _____

Agenda submitted: _____ Officials invited: _____



Interested in a video recording of your ribbon cutting? Check the box to receive details.

Ribbon Cutting Guidelines

The Colorado Springs Chamber & EDC would like to help introduce your business to the community. If you're preparing for a grand opening, have recently remodeled, have a new location or are a new member, let us celebrate with you.

- Please submit ribbon cutting request form at least two weeks before preferred date.
- To maximize attendance please note the best times for ribbon cuttings are Wednesdays or Fridays at 10 a.m., 2 p.m. or 4 p.m.
 - These are the best times to increase attendance of Chamber & EDC staff, Ambassadors and other business professionals.
 - Please avoid scheduling a ribbon cutting around other events or holidays (i.e. any Friday before or after holidays). Please check the Chamber & EDC events calendar on our website at cscedc.com/events.
- The Chamber & EDC provides:
 - Large scissors and ribbon
 - Chamber staff member(s) and volunteer Ambassadors
 - Event posted on our online event calendar
 - Mention in the Chamber & EDC's weekly newsletter and a photo on social media

Your checklist for a successful ribbon cutting

- Who to invite: Elected officials, neighboring businesses, existing customers, suppliers to your trade, prospects, personal family and friends
- How to your promote business to attendees:
 - Prepare press release
 - Contact media outlets
 - Drawings or door prizes
 - Certificates or coupons
 - Collateral material: cards, brochures, literature

Benefits of hosting a Chamber & EDC ribbon cutting

- Opportunity to publicly thank your family, friends, business associates, employees and financial partners
- Introduce your company to potential new customers
- Expand visibility for your organization and raise your profile in our community