

2023 Ribbon Cutting Request Form for Chamber Members



Scheduling Guidelines:

- ✓ Review Ribbon Cutting Guidelines
 - ✓ Provide a minimum two-week notice for event scheduling
 - ✓ Select a date and time between Monday through Friday, 8:30 a.m. – 5 p.m. (no weekend coverage)
- * We will make every effort to avoid conflicts with signature events and holidays that may impact attendance.*

Today's Date: _____

Ribbon Cutting Occasion:

- Grand Opening (New Facility)
- Ground Breaking (New Property)
- Significant Business Relocation/Expansion

Chamber Resources (Select One):

- Borrow a Ribbon Cutting Kit (No Representative Present)
(Refundable \$50 check/cash deposit required)
- Ribbon Cutting with Representative Present (\$50 Fee)
(Complimentary for membership levels Premier – Platinum)
- Ribbon Cutting with Representative **AND** Membership Mailing List (\$300 Fee) *Excel format - No emails listed
(Complimentary for membership levels Premier – Platinum)

Preferred Date & Time: _____
(Day) (Date)

Time: _____ A.M. P.M.

Second Option: _____
(Day) (Date)

Time: _____ A.M. P.M.

Company Name: _____

Ribbon Cutting Event Address: _____
Street City State Zip Code

Contact Person: _____ Title: _____

Contact Number: _____ Contact Email: _____

Payment Options: Check (payable to JAX Chamber) Credit Card (MasterCard, VISA, AMEX, Discover)

Name on Credit Card _____ Credit Card Number _____

Expiration Date _____ Credit Card Billing Address _____

Company Representative's Signature _____

Special Instructions: *If your event includes a tour, refreshments, door prizes/raffle, vendors, etc., include those details.*

**Submit completed form to: Monisa.thompson@jaxchamber.com
We look forward to celebrating with you!**

FOR INTERNAL USE ONLY: Date Received _____ Confirmation Sent _____

A/C Mgr _____ Membership Level _____ Lead Diplomat (if applicable) _____