

EVENT REQUEST FORM

Let's Celebrate Your Business!

Complete this form to schedule a ribbon cutting ceremony, groundbreaking ceremony, or anniversary celebration.



Events are booked based on availability. Please consult with our Events & Programs Director:

events@orcc.org
or
865-483-1321 ex. 101



IN BUSINESS FOR BUSINESS

Business and Contact Information :

Name of Business _____

Address _____

Contact Name _____ Title _____

Phone Number _____ Email Address _____

Are You A Member? : Yes No

Tentative Event Date: _____

Tentative Event Time Frame: _____

Backup Event Date: _____



WHAT ARE WE CELEBRATING?

New Business in Oak Ridge/Grand Opening

Anniversary Celebration

Existing Business, New Location

Remodeled Business

Groundbreaking Project

Other: _____

Write a brief background on the milestone or project we are celebrating:

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Choosing Your Date:

- Consult with the Events & Programs Director to choose your date and time
- Allow enough time to promote your event - 1 to 2 months is a good rule of thumb.
- Try to avoid major holidays and major community events. For dates and times outside our regular operating hours (M-F 8AM-5PM), we can arrange for you to use our ribbon and large scissors, but we cannot guarantee Chamber staff representation.

A typical ribbon cutting will last ~30 minutes and include:

- Time for networking
- Words of welcome and congratulations by a Chamber representative
- Comments by public officials who are present
- Remarks and introductions from a representative of your organization
- Formal photos taken (Commemoration with ribbon, shovels, confetti pop, etc.)
- Refreshments and giveaways

The Chamber will:

- Publicize your event to Chamber membership
- Promote event on Chamber's social media platforms
- Send media alert to the Oak Ridger and Oak Ridge Today
- Invite City Council members to be present
- Provide the ribbon, oversized scissors, and biodegradable confetti poppers
- Coordinate the official photograph and provide you with a framed copy
- Submit photo to media outlets not present at the ceremony

Host Ribbon Cutting Checklist:

- Pre-Event Meeting w/Host and Chamber Events & Programs Director
- Invite company VIPs, employees, neighboring businesses, customers, clients, friends and family
- Promote on social media
- Balloons and/or signs to guide guests to your location
- Have refreshments available
- Have a table designated for nametags, giveaways, flyers, etc.
- Consider a drawing for door prizes (This is a great way to collect business cards!)



Events & Programs Director

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