



Request for Ribbon Cutting Ceremony

Business Name: _____
Physical Address: _____
Contact Name: _____
Phone: _____ Email: _____

Reason for Ceremony

- New Business (open less than six months)
- Anniversary of business (1 year, 5 years, 10 years, 15 years, 20 years, 25+ years)
- Recent renovation/remodel (within three months of completion date)
- Business relocated (within three months of relocation)
- Business expanded (new department/service or permanent extended hours)
- Business name changed/new ownership

Is the business in Town of Summerville limits? Yes No Not Sure

Suggested dates: _____ or _____

Suggested ribbon cutting time: _____

Ceremonies are scheduled during the hours of 9:00 am to 4:00 pm, Monday thru Friday. A **\$100 fee** will be charged for a ceremony outside of the designated hours and must be paid prior to the ceremony. We do not offer ribbon cuttings on weekends. *Suggested times and dates will be coordinated with Chamber calendar and local elected official. The Chamber will invite the elected official representing your business address. It is up to the official to accept or decline. If they are not able to attend, a Chamber representative will cut the ribbon.*

Reception/refreshments provided? Yes No

If yes, timeframe reception/refreshments will take place: _____

Key features during the event (food, tours, etc):

Company Details (what do you want highlighted about your business?):

Ribbon Color? Blue Red Green Yellow

Member Media Coverage: A Chamber staff member will take photos during your ribbon cutting ceremony. Photos will be posted to the Chamber's website and Facebook page.

Fees:

- New Members:** \$100 Ribbon Cutting Fee (*Member receives a \$100 credit toward first membership renewal, if renewal invoice is paid by due date.*)
- Renewing Members:** Ribbon Cuttings are complimentary for members who remain in good standing, meaning they have paid their renewal invoice by its due date.
- After-Hours Fee:** \$100 fee for ceremonies held outside of the hours of 9:00 am to 4:00 pm, Monday-Friday. Reminder: We do not host ribbon cuttings on the weekends.

Member Signature: _____ Date: _____

Please email this completed form to Caroline Miler Titze at membership@greatersummerville.org. If you have questions about our ribbon cutting policy, please reach out to Caroline via e-mail or by calling the Chamber at (843) 261-5395.