

## **Santa Cruz Area Chamber of Commerce** **Ribbon Cutting Application & Guidelines**



Thank you for your interest in celebrating your business with a Santa Cruz Area Chamber of Commerce Ribbon Cutting! Ribbon Cutting ceremonies are an excellent opportunity and fun way to celebrate and showcase your business, meet prospective clients, *and* build relationships with business people from small, mid-size and large Santa Cruz county companies.

*Ribbon Cuttings are generally reserved for Grand Openings, Remodels, and anniversaries. If you would like to have a ribbon cutting or another type of event, please contact us at [administration@santacruzchamber.org](mailto:administration@santacruzchamber.org) and we will make sure the appropriate person connects with you.*

### **General/Marketing:**

1. For Members in our Advantage Tier level and above, The Chamber will host and plan your Ribbon Cutting for free! If you are at our Standard Membership level and would still like to have a Chamber Ribbon Cutting, it is available a la carte for \$250.
2. To celebrate your business with a Ribbon Cutting you must be a Santa Cruz Area Chamber Member. If you are not yet a member and would like to have a Ribbon Cutting celebration call us. We'd love to sign you up and may be able to help you increase the value of both you membership and the Ribbon Cutting.
3. Ribbon Cutting hosts are not permitted to sell raffle ticket or charge for food or drink or assess other fees for participation. Exceptions may be made in unusual cases. Raffles may be held only with the proceeds to benefit the Chamber.
4. Chamber services include: bringing the ribbon and event-sized scissors, participation of Chamber principals (customarily a Director or a Chamber Board Officer), consultation on making the most of your event, and publicizing your celebration.
5. The Chamber will provide marketing including at least two email announcements, web & social media presence, and inclusion in the weekly newsletter & events email and publicize your event on Website calendar. **All emails, flyers & promotional materials advertising the Ribbon Cutting must be approved by the Chamber in advance and include the chamber logo before printing or emailing.**

### **Refreshments**

Hosts will provide:

1. A non-alcoholic beverage and wine (additional beverages are optional)
2. Hot and/or cold hors d'oeuvres of your choice.
3. All necessary cups/glasses, ice, beverage openers, napkins, plates and utensils.
4. All arrangements must be made for an average attendance of 50 people.
5. All collection and disposal of trash are the responsibility of the host.

Please fill out the request form on the back and return immediately in order to reserve your date on the Chamber calendar. Cancellation of the event must be received in writing no later than 30 days prior to event or a fee of \$250 will be assessed.

**Request Form:**

Please email completed form to <mailto:administration@santacruzchamber.org>

Name of business \_\_\_\_\_

Name of owner or representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address(es) \_\_\_\_\_

Name of Co-host \_\_\_\_\_

Preferred Month: \_\_\_\_\_ (subject to availability) 2<sup>nd</sup> choice \_\_\_\_\_

**Parking**

Number of available spaces on site: \_\_\_\_\_

Location of parking:

**I have read and understand the Ribbon Cutting policies.**

\_\_\_\_\_  
Business representative

\_\_\_\_\_  
Date