



Ribbon Cutting Ceremony  
2017/18 Ceremony Guidelines

The Anchorage Chamber of Commerce is pleased to offer our members an opportunity for more exposure for their business with an official Ribbon Cutting Ceremony. This free service is for members who have recently opened their doors for the first time, moved to a new location, or expanded its current location.

Criteria for Anchorage Chamber involvement in ribbon cuttings are:

- An Anchorage Chamber Ribbon Cutting Ceremony can take place within six (6) months of the grand opening, moving or expansion of your business.
- We would like to ensure our staff are available for an event, so we schedule no more than three per month.
- The Ribbon Cutting Ceremony event date must not conflict with another Anchorage Chamber event.
- All ribbon cuttings are scheduled during business hours, 8 a.m. to 5 p.m. Monday through Friday. (please call to discuss times outside of business hours)
- Ribbon Cuttings will not be scheduled during national holidays, or when the Anchorage Chamber office is closed.

The Anchorage Chamber will:

- Invite the Anchorage Chamber board of directors, committee and councils
- Event details will be posted on the event calendar and on home page of website.
- Weekly E-News to membership, prior to the Ribbon Cutting Ceremony. (Reaches more than over 5,000 individual members.)
- Send out a media advisory to local media outlets, however the Anchorage Chamber cannot guarantee media coverage
- Advertise event on social media.

OPTIONAL: For an additional \$200, the Anchorage Chamber will provide mailing labels of all 900+ Anchorage Chamber members

The business host will:

- Invite elected officials, as well as guests of their own
- Provide the Anchorage Chamber with a logo for use on printed materials 30 days prior (no less than 14 days prior) to the event (e-mail to: [tabitha@anchoragechamber.org](mailto:tabitha@anchoragechamber.org))
- Provide pertinent business information to the Anchorage Chamber for use in promotional pieces 30 days prior (no less than 14 days prior) to event date

- Include the Anchorage Chamber logo on all Ribbon Cutting Ceremony promotional materials, if any

OPTIONAL: Provide adequate food and beverages at the Ribbon Cutting Ceremony from fellow Anchorage Chamber members (list of Anchorage Chamber businesses can be provided)

As business host, I agree to the above guidelines in regards to the above criteria, understand my role, as well as the Anchorage Chamber's role, involved in the Ribbon Cutting Ceremony. If I cannot fulfill the terms of the contract above, I will forfeit my position and be placed at the bottom of the wait list.

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

Requested date of "Ribbon Cutting" event: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Print Company Name: \_\_\_\_\_

Address event will be held: \_\_\_\_\_

Company chooses to serve food: yes\_\_\_\_ no\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Mailing Labels</b>	
Yes	No
<b>Additional \$200</b>	
Mailing labels Anchorage Chamber Members	

Return to:  
Anchorage Chamber of Commerce, 1016 W. Sixth Avenue, Suite 303, Anchorage, AK 99501  
ATTN: Ribbon Cutting  
Phone: 677-7110 Fax: 272-4117/ tabitha@anchoragechamber.org