



Ribbon Cutting Request Form

As a FREE benefit to our members, the Solana Beach Chamber of Commerce is happy to help celebrate your business ribbon cutting/grand opening event. In order for us to assist you with a successful event, we require requests to be submitted in writing **one month in advance** of the date requested.

Ribbon cuttings can be scheduled for free **Monday through Friday from 9:00 a.m. to 6:30 p.m.**, and can be scheduled Saturday or Sunday for a \$150 charge. (Weekday events generally have a better turn out than a weekend event)

As a Chamber event, your ribbon cutting will be advertised in our bi-weekly newsletter, and events calendars. For the newsletter, we ask you provide a headline, content (2-4 sentence description), and a flyer with the location and date/time for your event.

This is your event. You will need to promote your event and invite your customers, friends, family, etc. We will invite other Chamber members and the community to attend. The Chamber will gladly assist you with the following:

- Notify Chamber members and the community of your ribbon cutting, encouraging their attendance.
- List your ribbon cutting on the Chamber's event pages and newsletter
- Have a member of the Chamber's team provide congratulatory remarks and honor you with a beautiful Solana Beach Chamber of Commerce plaque
- Can you provide you with a list of local restaurants if you would like your event catered
- Bring the "BIG scissors" and ribbon to facilitate your ribbon cutting.

The business hosting the ribbon cutting will:

- Complete ribbon cutting event form
- Promote your event
- Invite guests (customers, friends, family, etc)
- Provide all pertinent business information, content and flyer to the Chamber at least 30 days prior to event date (Headline, Event Verbiage, and Flyer) - well put together and thought out flyer works wonders in creating a great buzz for your event. Be sure to have an eye-catching headline followed by great graphics and plenty of information about what your guests can expect. Location, Live music, food, tours, networking, etc.
- Provide snacks, drinks, entertainment, etc.
- Include the Solana Beach Chamber of Commerce logo on all ribbon cutting ceremony promotional materials

As a business host, I agree to the guidelines for a ribbon cutting ceremony. I fully understand this is my event and understand my role as host business.

Business name: _____

Primary Contact name: _____

Contact email: _____ Phone: _____

Address:

Location Address:

Proposed Event Date: 1st Choice _____ 2nd Choice _____
(*Please note: ribbon cuttings may be requested all days of the week, however there is \$150 charge for weekend events)

Proposed Event Time: 1st Choice _____ 2nd Choice _____

Will you have a speaker at your event: _____

Who will be accepting the plaque: _____

Do you have two volunteers: _____
(You will need two volunteer to hold up the ribbon)

Will you have a photographer: _____

Will you be serving food: _____ Serving Alcohol: _____

Will there be any entertainment/demonstration: yes no

If so, please give a brief description:

Please be sure to email this form to Mac Williamson, at marketing@solanabeachchamber.com and Maryam Hintzen at director@chambersb.com. You will be notified once your request has been processed, and if you would like more information, feel free to contact us at (858)755-4775.