



TIPS FOR A SUCCESSFUL RIBBON CUTTING CEREMONY

The Greater Colorado Springs Chamber of Commerce would like to help introduce your business to the community. If you're preparing for a grand opening, have recently remodeled, have a new location or are a new member, let the Greater Colorado Springs Chamber of Commerce celebrate with you!

- The date of your ribbon cutting is very important. **All ribbon cuttings must be received by the 20th of each month to be confirmed for a ribbon cutting the following month.** Ribbon Cutting Ceremonies must be held during the following weekday hours, Monday-Thursday 8:00a.m.-4:30p.m., Friday-8:00a.m.-2:00p.m.
- The Chamber will send your ribbon cutting request to our Ambassador Club members, Chamber Staff and Chamber Board Members. It is encouraged that you invite family, friends, colleagues, media, etc.
- Your ribbon cutting photo and description will be featured in the Chamber's publication in *The Gazette*; announcement will be in the Chamber's Monday Report the week of your ceremony, and the Chamber website.
- The Chamber will provide specialty scissors, camera and ribbon for the ceremony.
- Have fun. This is your opportunity to let the community know all about your business.
- Please send your completed ribbon cutting form to DJ Straight at dj@csc.org or contact her at 719-575-4308.

The Colorado Springs Chamber of Commerce
6 S. Tejon #700
Colorado Springs, CO 80903
www.coloradospringschamber.org
Fax number: 719-635-1571



Ribbon Cutting Form

Today's date: _____

Requested Date: _____ Requested Time: _____

****All ribbon cuttings must be received by the 20th of each month to be confirmed for a ribbon cutting the following month.**

Reason for Ribbon Cutting: _____

Company Name: _____

Type of Business: _____

Address: (include Zip Code and any major intersections):

Contact Person: _____ Phone: _____

Signature of owner/representative of business: _____

E-mail: _____ website: _____

Chamber Account Executive: _____

Description of Company: (one sentence + website if available, this information will be printed in the Voice of Business along with ribbon cutting photo). Please allow 2-3 months before publication of ribbon cutting photo in *The Gazette*.

** Your ribbon cutting announcement will be published on our website at www.coloradospringschamber.org. If you would **not** like for this information to be published on our website please check box.

Enjoy the Benefits of Membership

Event promotion is one of the many value added services to members of the Greater Colorado Springs Chamber of Commerce. If you are not a member and would like information on joining contact: Jenifer Furda, Senior Vice-President of Member Services at 719-575-4313.