



Ribbon Cutting Guidelines & Reservations

ABOUT: The Carlsbad Chamber of Commerce is committed to providing you with the maximum exposure for all of our members! We offer this service as a benefit of being a Chamber member at **no additional cost** to you. We have provided simple guidelines and information of your role as a business and the Chamber's role to assist you in the planning and coordination of a successful event.

Set the Date: The chamber requests a minimum of 15 days' notice. Please email this form to kathy@carlsbad.org or call 760-931-8400 to ensure that the date and time are available.

Chamber's Role

- Assist in selecting date. (*The Chamber's calendar of events, as well as the community's calendar will be considered in setting the date.*)
- Assist in establishing format of the event
- Send invitation via mail at least 10 days in advance to the Chamber Board of Directors and Ambassadors.
- Provide ceremonial scissors, ribbon and camera
- At event, welcomes new business into the Chamber Community and introduces dignitaries present most of whom may wish to say a few words of congratulations.
- Will post on chamber website
- The Chamber does not request an RSVP for Ribbon Cuttings
- Email City Council date & time.

Business Member's Role

- Contact the Chamber at least 15 business days before the preferred date and email your business logo to Kathy@carlsbad.org.
- Spread the word about your ribbon cutting to customers, clients, vendors, friends, family and colleagues...the more, the merrier.
- Decide who will cut the ribbon and which representative of the business will address the attendees.
- Notify the Media
- You may choose to incorporate your ribbon cutting with some other function: however, the chambers role in the event will be for the Ribbon Cutting portion of the program/event only
- Send your high definition business Logo to kathy@carlsbad.org
- Refreshments are *optional* at expense of business, but we highly encourage them.

UPGRADE OPTION FOR INCREASED EXPOSURE

For a flat fee of \$250 the Chamber will also feature your Ribbon Cutting in the next edition of the Carlsbad Business Journal (print & e-Edition), including a photo and brief description. Check the box below if you would like this add-on.

Yes, I would like to have our Ribbon Cutting featured in the Carlsbad Business Journal for \$250.
An invoice will be emailed and payment (credit card or check) must be received in advance of the printing.

Business Name: _____

Contact: _____

Physical Address: _____

Web Address: _____ E-mail: _____

Preference Date and Time: _____

AVAILABLE TIMES: Monday-Thursday 9am-4pm | Friday 9am-3pm

PLEASE CHECK ONE:

- New Business Existing Business/New Location Existing Business/Major renovation or expansion
- Existing Business/New Ownership Existing Business/Anniversary