



The  
**CHAMBER OF COMMERCE**  
**North Little Rock**

The  
*DIFFERENCE is YOU!*

## **Ribbon Cutting Information**

The North Little Rock Chamber of Commerce welcomes the opportunity to assist in making your ribbon cutting and grand opening a special event.

The following guidelines can assist you in making arrangements for your event.

Ribbon cuttings are to be scheduled at least two weeks in advance and to be held on Tuesday or Thursday at 10 a.m. or 2 p.m.

### **THE CHAMBER WILL PROVIDE:**

- Special ceremonial ribbon and scissors
- A Chamber representative to give a brief welcome before your ribbon cutting
- Attendance of Vanguard Committee
- Attendance of North Little Rock City Official
- A Chamber representative to take a photograph of the ceremony
- Mailing labels of Chamber members may be purchased (for sending invitations)

### **YOUR ARRANGEMENTS:**

- Your Chamber investment must be paid prior to scheduling your ribbon cutting
- After you have chosen your date and time, provide us with at least 2 weeks notice
- Fill out the form and return it to the Chamber
- Send your press release and contact local media

Business Name: \_\_\_\_\_

Contact Name: (Mr/Ms/Dr) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ribbon Cutting Address (if different from above): \_\_\_\_\_

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

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

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