



RIBBON CUTTING REQUEST FORM

Company Name: _____ Date: ____/____/____

Contact Name: _____

Event Location Address: _____

Contact Phone: _____ Contact Fax: _____

Company Website: _____ Contact E-mail: _____

As a member benefit, I am requesting the Lincoln Chamber’s assistance in hosting a:

- ☐ Ribbon Cutting ☐ Groundbreaking ☐ Open House ☐ Grand Opening ☐ Other

If other, please describe the reason for the event:

Date and Time Requested: _____ / _____ / _____ at _____ ☐ a.m. ☐ p.m.
(Day of Week) (Date) (Time)

*****For the best possible attendance, please schedule your event between 9 a.m. & 4 p.m., Mon - Fri.*****

Please give a brief description of your business and its role in the business community:

Please select a Ribbon Cutting package:

- ☐ **Standard Ribbon Cutting** – A member benefit that includes a ribbon cutting e-mail invitation to Chamber Ambassadors and dignitaries. Your event will be listed on the Chamber’s website and in the weekly First Call email. The Chamber will provide a staff member to facilitate your ceremony, large ceremonial scissors, ribbon and a digital photo of your ribbon cutting ceremony will appear in Strictly Business Magazine.
- ☐ **Ribbon Cutting + Marketing Package - \$200**
Includes all items in the Standard Ribbon Cutting Package PLUS... The Chamber will create an event on the Chamber’s Facebook page and a photo from ceremony will be featured in a dedicated social post and in the weekly First Call email.

Company Representative Signature Date Chamber Representative Signature Date

Please sign and **return at least 14 days prior to the requested event date**, via email to Nichole Kaiser at nkaiser@lcoc.com OR fax 402-436-2360. If you have questions regarding your request, please call 402-436-2355.

The Lincoln Chamber of Commerce welcomes the opportunity to help celebrate business achievements. All events associated with the Lincoln Chamber must support our mission and the well-being of our organization. As part of the event, the Lincoln Chamber will have a representative present to give a brief introduction as well as provide ceremonial scissors and ribbon. The host business is responsible for all invitations. Pleaser refer to the Ribbon Cutting Information Packet for more additional details.

Please note: The Lincoln Chamber has the right to decline, cancel, alter, reschedule or disassociate with any ribbon cutting or other event at any time.