



## Rochester Regional Chamber of Commerce Ribbon Cutting/Grand Opening Contract

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Event Date/Time: \_\_\_\_\_ (please clear event date with chamber staff – see below)

Package Requested: (select one)      Black (\$50) \_\_\_\_\_      Purple (\$75) \_\_\_\_\_      Gold (\$100) \_\_\_\_\_

*\*Downtown Rochester Shopping District – free Gold Ribbon Cutting Package*

**Gold Ribbon Cutting Package** includes – press release featured in the Chamber’s E-Newsletter, a personal invitation to area dignitaries sent on the behalf of the Chamber, your business will be provided with up to 100 invitations, Chamber First Dollar Certificate, event posted on the Chamber’s website and weekly E-newsletter (for four (4) consecutive weeks), event photos posted on Chamber’s social media sites and emailed to you. – Member price: \$100

**Purple Ribbon Cutting Package** includes - press release featured in the Chamber’s E-Newsletter, a personal invitation to area dignitaries sent on the behalf of the Chamber, your business will be provided with up to 75 invitations, Chamber First Dollar Certificate, event posted on the Chamber’s website and weekly E-newsletter, event photos posted on Chamber’s social media sites and emailed to you – Member price: \$75

**Black Ribbon Cutting Package** includes - personal invitation to area dignitaries sent on the behalf of the Chamber, your business will be provided with up to 50 invitations, Chamber First Dollar Certificate, event posted on the Chamber’s website and weekly E-newsletter, event photos posted on Chamber’s social media sites and emailed to you – Member price: \$50

**Billing:** Payment is required prior to the date of the event. Payment by check, Visa or MasterCard is accepted. If you require an invoice, please notify us immediately. The invoice must be paid prior to the event date. ***Business must obtain proper documentation (i.e Certificate of Occupancy) prior to date of event.***

**Process:** Once the date is agreed upon, Chamber will need: high resolution image of your logo for invitations and website event page emailed to [info@rrc-mi.com](mailto:info@rrc-mi.com). A proof the invitations will be sent to you for approval. Approval is needed as soon as possible. If we do not hear back from you within a timely manner, we may be forced to postpone your scheduled ribbon cutting/grand opening ceremony date. Please provide the Chamber with a written press release to publicize the event or ask to be connected to a PR/Marketing professional for assistance with a written press release. ***Cost of PR creation not included in ribbon cutting package.***

**Cancellations/Rescheduling of Event:** Any company that has a Ribbon Cutting or Grand Opening event scheduled and cancels or requests to re-schedule the event must pay a \$25 cancellation fee. If invitations have already been printed, the organization requesting the event change must pay for the invitations to be re-printed at cost.

**Event date:** All Ribbon Cuttings/Grand Openings ceremonies that are booked through the chamber must clear their event date with the Chamber’s calendar with the assistance of chamber staff. The date selected must be selected **at least three weeks prior** to the event. We only do ribbon cuttings Monday through Fridays.

If you’re in accordance with the information above, please sign below and return with payment to the Rochester Regional Chamber of Commerce, Attention: Jennifer Rogers – [info@rrc-mi.com](mailto:info@rrc-mi.com); 71 Walnut, Ste 110, Rochester, Michigan 48307 or fax to 248-651-5270.

X \_\_\_\_\_

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