



Marin ACE, 2011

Dear Valued Chamber Member:

We at the San Rafael Chamber are pleased to help you with your celebration! The Ribbon Cutting ceremony offers a special opportunity to meet key leaders in the San Rafael community as well as your neighbors. We created this guide to help your celebration be a great success!

The ceremony is conducted by the Chamber's Ambassadors and features red velvet ribbon, extra-large celebratory scissors, and a commemorative photograph. We have also partnered with FASTSIGNS to include a 2' x 5' banner with your name and/or logo in honor of the ceremony. Ceremonies require some planning so please contact us at least 6 weeks in advance. A checklist of expectations are listed on the back of this page.

If you have any questions please call us at 415.454.4163 or email frontdesk@SRChamber.com

What the San Rafael Chamber will do for you:

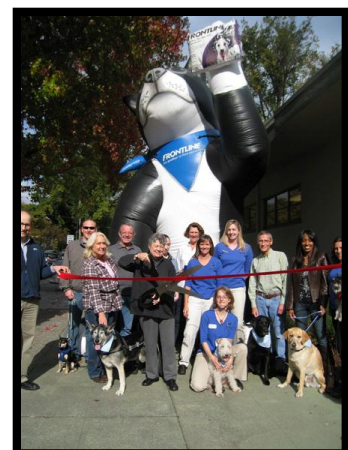
- List your Event on the Chamber Website Calendar
- List your Event on the Chamber E-Newsletter
- List your Event on the Chamber Ribbon Cuttings Page
- Post your Event on the Chamber Facebook and Twitter pages
- 2x5 banner with your name and/or logo
- Invite:
 - Elected Officials
 - San Rafael Chamber Board of Directors
 - The Ambassadors Committee
 - Chamber Employees
- Provide Ribbon/Scissors and Conduct the Event
- Press release template for you to distribute
- Event photo album created on San Rafael Chamber Facebook page
- San Rafael Chamber provides commemorative photo

Cost for Ribbon Cutting Package—\$175.00



101 Surf Sports, 2012

Animal Wellness Center, 2011



Dear Valued Chamber Member:

Congratulations on your upcoming business celebration! We at the San Rafael Chamber are pleased to help you make the most of your event. From our experience, you can expect anywhere from 5 to 50 people in attendance. This depends on a number of factors, the most essential being your promotional efforts to invite your contacts (clients, friends and family members) to your special event.

Member's Checklist:

- Work with Chamber staff to select a date six weeks in advance
- Fill out Ribbon Cutting flyer template (provided by Chamber) and return to Chamber
- Complete press release template and distribute to contacts
- Invite:
 - Customers and Prospects
 - Friends and Family
 - Neighboring businesses
- Put out balloons and sign

Please contact me about making our Ribbon Cutting a success:

Name _____ Business Name _____

Address _____

Phone Number _____ Email _____

Payment By (Circle One) - CHECK / VISA / MASTERCARD / DISC Cost is \$175.00

Check # or Card # _____ Exp _____ CVV _____

Billing Address _____ Zip _____

Name on Card _____ Signature _____

The Chamber holds ribbon cuttings on Tuesday and Thursday evenings from 5-7 pm, with the actual ribbon cutting at 6pm. Please give us three dates that would work for you below, and we will contact the Mayor's office for availability and confirm with you:

_____, _____, _____

p (415) 454-4163 • f (415) 454-7039

email: frontdesk@srchamber.com

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