

# RIBBON CUTTING PROCEDURES & REQUEST FORM

The Garden Grove Chamber of Commerce is here to help introduce your business to our community with a Ribbon Cutting celebration. This is a **FREE** benefit to our Chamber members. If you are a new business member and preparing for a grand opening, or already a member and have a new location, are celebrating an anniversary, or even celebrating a remodel, our Chamber is here to help you.

Complete this form and email it to [staff@gardengrovechamber.com](mailto:staff@gardengrovechamber.com). Once your date is confirmed the chamber will post your event on the chamber website calendar and create a Facebook event page. The chamber will invite your legislative representatives, Chamber board and members to help support you at your ribbon cutting. The Chamber also will provide red ribbon and large scissors for your ribbon cutting.

Today's date: \_\_\_\_\_ Name of Business: \_\_\_\_\_  
Please submit ribbon cutting request form at least **three weeks before** preferred date.

Ribbon Cutting must be done Monday-Friday. Hours between 5:00 and 6:30 pm work best for attendance.

1st Choice Date & Time: \_\_\_\_\_

2nd Choice Date & Time: \_\_\_\_\_

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

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

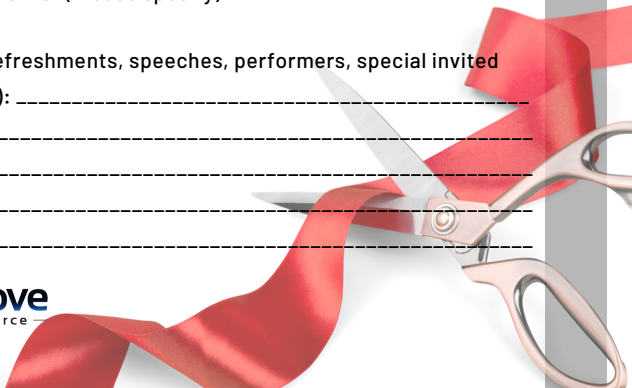
Contact Person: \_\_\_\_\_

Reason for Ribbon Cutting:    ☐ Grand Opening    ☐ Grand Re-Opening  
                                         ☐ Relocation        ☐ Remodel  
                                         ☐ New Ownership    ☐ Anniversary  
                                         ☐ Other (Please specify): \_\_\_\_\_

Detailed explanation of event (refreshments, speeches, performers, special invited guests, expected length of time): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Garden Grove**  
— Chamber of Commerce —  
Founded 1907



# RIBBON CUTTING GUIDELINES

- Ribbon Cuttings are a free service of the Garden Grove Chamber of Commerce and are an exclusive benefit of Chamber membership.
- Chamber Member must be in good standing.
- Please submit ribbon cutting request form at least three weeks before preferred date.
- Ribbon Cuttings are scheduled Monday-Friday only. 5:00 to 6:30 pm are best times because times increase likelihood of attendance from the business community. If you do require earlier in the day, we can accommodate that.
- We will make every effort to get a number of our Garden Grove Chamber Ambassadors, Board Members, Chamber Members & City and local Officials to your event although we cannot guarantee that a specific number will attend.
- If you prefer NOT to have Ambassadors/Board Members there (i.e. you only want employees and/or family in the photo) you must let us know immediately.
- Some members like to host food for the ribbon cutting guests (coffee & doughnuts in the morning, light appetizers and water in the evening). This is NOT required, but it is a nice touch and at your discretion.
- You may also want to schedule a brief tour of your facility or orientation about your business.
- Some members like to have small gifts or prizes to give out. Again, this is at your discretion and not required.
- We will place a photo of your ribbon cutting on our website and social media accounts.

