

THE CHAMBER OF COMMERCE

North Little Rock

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 (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 _____

For more information, contact Kenda Ford at the Chamber office.

Phone: 501-372-5959 / Fax: 501-372-5955 / E-mail: kenda@nlrchamber.org