

Ribbon Cutting or Business After Hours Request Form



This form must be emailed to execdir@ketchikanchamber.com
30 days in advance of
your planned event to ensure proper marketing

Requestor Information

Company Name _____

Contact _____

Title _____

Physical Address of Event _____

Phone _____

Email Address _____

Website _____

Parking Notes _____

Please list your first, second and third date preferences below, as well as times

For planning and marketing purposes, ribbon cuttings should be scheduled at least one month in advance & Business After Hours are typically the third Wednesday of the month (although this is flexible).

- Ribbon cuttings are typically 15- 30 minutes, unless arranged in advance.
- Business After Hours are customized in length and generally last between 1-2 hours.
- Chamber staff are available to discuss creative ways to make your event memorable!

After this form is received, you will be contacted by a Chamber representative to discuss the details of your event. Once your event is approved, you will receive a copy of this form for your records. Please contact us regarding any questions.

Reference:

Date Request submitted by Member _____

Date Chamber representative contacted Member _____

Type of Event ribbon cutting business after hours

Date for Event: _____

APPROVAL The Ribbon Cutting/Business After Hours request referenced above is approved for the following _____

date _____ time _____