



CHAMBER  
of  
COMMERCE

# Ribbon Cutting Request Form

The Beverly Hills Chamber of Commerce is pleased to assist premium members or higher with conducting a Ceremonial Ribbon Cutting for public relation purposes. Eligible events include: grand openings, reopenings, and milestone anniversaries (1, 5, 10, etc.).

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RIBBON CUTTING REQUEST (please print and complete all sections)

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

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reason for Ribbon Cutting: \_\_\_\_\_

Address of Ribbon Cutting: \_\_\_\_\_

**Please initial below which actions requested from the Chamber:**

- \_\_\_\_ Place request to the City of Beverly Hills\* for the Mayor or designee to be present at the event  
*Chamber does not guarantee Mayor (or designee) attendance to event*
- \_\_\_\_ Place request to the City of Beverly Hills\* for commemorative certificate  
*\*Business and ceremony location must be in Beverly Hills city limits*
- \_\_\_\_ Ribbon and ceremonial scissors to be used in pictures *Professional photography is recommended however a photo can be captured by a member of the Chamber staff in the absence of a photographer*
- \_\_\_\_ List ceremony location, date, and time on Chamber Member Event Calendar *Chamber not responsible for RSVPs or invitation distribution*
- \_\_\_\_ Submit post event announcement to the local media & include in our electronic newsletter  
*Press release must be sent to Chamber minimum of 1 week before the ceremony; captioned photo needed within 24 hours after the event*

**List top 3 date and time choices:**

*Please note ceremonies only take place Monday - Friday between the hours of 10am and 5pm. Chamber and City of Beverly Hills request a minimum of 2 weeks notice. Please allow a minimum of 5 business days for a response. Businesses must be in good standing with both Chamber and City of Beverly Hills in order to schedule event.*

FIRST CHOICE

SECOND CHOICE

THIRD CHOICE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Please adhere to time of confirmed ceremony, do not delay ceremony time.

**Please return form to Nick Lara by email [Lara@beverlyhillschamber.com](mailto:Lara@beverlyhillschamber.com)**

Contact Alexandria Anderson at [Anderson@BeverlyHillsChamber.com](mailto:Anderson@BeverlyHillsChamber.com) or 310.248.1000, 126 for additional advertising and/or social media opportunities.