



CHAMBER
of
COMMERCE

Ribbon Cutting Request Form

Beverly Hills Chamber of Commerce (BHCC) members have the opportunity to conduct a Ceremonial Ribbon Cutting for public relation purposes. Events that fall into the category of a ribbon cutting are: Grand Openings, Reopening and Key Anniversaries (1, 5, 10, etc.)

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
The 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 the Chamber minimum of 1 week before the ceremony; captioned photo needed within 24 hours after the event

List top 3 date and time choices:

Ceremonies take place ONLY Monday - Friday between the hours of 10am and 6pm. BHCC and City of Beverly Hills request a minimum of 2 weeks notice and please allow a minimum of 5 business days for a response.

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
or fax 310.248.1020**

Contact Jonathan Siegel at Siegel@BeverlyHillsChamber.com or 310-248-1000x126 for additional advertising and/or social media opportunities.