



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.).

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 6pm. 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

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