

## 2010 Ribbon Cutting Information & Agreement

Congratulations on opening a new business in Lincoln Park! To help promote awareness of your new business and increase visibility, the Lincoln Park Chamber of Commerce (LPCC) offers a special ribbon cutting package.

**Expanded Ribbon Cutting Package (\$150)**

- Prior to the event, the ribbon cutting will be listed on the LPCC website's event calendar
- Camera, large scissors and ribbon will be provided by the LPCC staff
- The LPCC will announce ribbon cutting through a dedicated e-blast campaign
- Ribbon cutting photo will be published in the LPCC's next available newsletter
- LPCC will e-mail the ribbon cutting photo to the business for any internal purposes
- LPCC will develop a press release for post-event coverage
- LPCC will send post-press release to local media\*
- Press release will be featured on the LPCC website News & Updates section\*
- Use of a special 4 color Grand Opening sign provided by the LPCC\*

Logistics:

- The specific date, time and location of the ribbon cutting should be planned at least 3 weeks in advance to allow enough time to adequately promote your business.
- The event should be on a weekday (preferably Tuesday – Thursday) either first thing in the morning or close to 5 p.m., to maximize attendance.

*\* Ribbon cutting ceremonies are for the benefit of LPCC members only.*

*\* Ribbon cuttings are only available to members who have been open for less than 6 months.*

*\* Ribbon cuttings are available for storefront businesses only. (Home-based business owners please contact LPCC for ribbon cutting opportunities at the LPCC office.)*

*\* LPCC does not guarantee that press releases will be picked up by the local media.*

*\* Press release exposure on the LPCC website may vary due to additional timely information that may need to be covered.*

*\* Grand Opening sign is a laminated 18 x 24 sign that may be displayed for up to 3 weeks before being returned to the LPCC. (The sign must be returned in its original condition or a fine may be assessed.)*

*\* Ribbon cutting is not confirmed until LPCC receives completed agreement and confirms date and time.*

*\* Cancellations and/or changes to the time and date must be made two weeks in advance to avoid a cancellation fee.*

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### LPCC Ribbon Cutting Agreement

Requested Date for Ribbon Cutting: \_\_\_\_\_ Requested Time of Ribbon Cutting: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Visa  MC # \_\_\_\_\_ Exp: \_\_\_\_\_ 3 digit CVV Code: \_\_\_\_\_

Name on the Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please fax back agreement to (773) 880-0266.**