



## Ribbon Cutting / Ground Breaking Request Form

Today's Date: \_\_\_\_\_

(A minimum 2 week lead time will aid in arranging representation with our volunteer team of ambassadors.)

Date Requested: \_\_\_\_\_ Time of Day: \_\_\_\_\_ a.m./p.m.

(Our volunteer ambassadors are more typically available on Tuesday, Wednesday, and Thursday. Typically we can support requests scheduled at 8-9 a.m., noon-1 p.m., or 4-5 p.m. If you need a time other than the usual slots offered, please note this and we will do our best to support your request. There may be occasions when we can not support a particular date or time. For example: Small Business Week which occurs the 3<sup>rd</sup> week of April.)

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

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate if this is a \_\_\_\_ Ribbon Cutting or \_\_\_\_ Ground Breaking request.

(These events are offered to active chamber members only. This benefit is for new member businesses, established member businesses moving to a new location, established member businesses with new owners, and established member businesses who have completed a major expansion or renovation within one year.)

Location of event (if different from address shown above): \_\_\_\_\_

Is this event being held in conjunction with another event?

\_\_\_\_\_  
(For example: Are you inviting company dignitaries? Will this be combined with open house? Etc.)

We use the business description on file for your account to create a brief caption for your ribbon cutting photo which will be featured in our Membermatters newsletter. If you do not have a description or need to update it, please furnish a 30 word (approximately) description of your business. (Your information for the Membermatters is needed by the 12<sup>th</sup> of the month.)

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Chamber staff will bring the ceremonial scissors/shovels, ribbon, and certificate. A photo of the event will be taken, however we can not be responsible for mechanical or software failure of the camera or image.

If you have any questions, please contact Connie Conrad, Membership Services Director, at ph: 715-848-5951, or via email at [cconrad@wausauchamber.com](mailto:cconrad@wausauchamber.com)

**Please email this completed form to [info@wausauchamber.com](mailto:info@wausauchamber.com) Thank you**

Rev 020109