



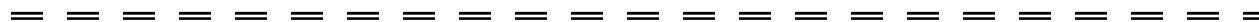
115 Audubon Dr., Ste 14
 PO Box 13099,
 Maumelle, AR 72113
 851-9700, Fax: 851-6690
 louise@maumellechamber.com
www.maumellechamber.com

Your business will provide:

- Date, time and location of ceremony (Ribbon-cuttings / Ground-breakings are done on Tues. or Thurs. of each week usually between 11:00-1:00 or 5:00-7:00 pm)
- A brief summary of your business to be used in press releases, Chamber newsletter, email, etc.
- Refreshments (liquor if you choose to provide it) (approx. attendance will be 60-100 people)
- Door Prize(s): to be awarded that night

The Maumelle Area Chamber of Commerce will provide:

- Ribbon and ceremonial scissors, container for holding business cards for door prize drawings
- Press releases to media, listing on our calendar of events and newsletter, etc.
- Presentation of Membership Plaque by Chamber President
- Attendance of Ambassadors and board of directors
- Issuance of invitation to the Mayor of Maumelle, and other appropriate officials.
- Issuance of invitation to general membership with follow up emails as event approaches.



Ribbon-Cutting/Groundbreaking Scheduling Request

Date Submitted: _____ Company Name: _____

Contact: _____ Phone: _____

Email: _____

Requested Date and Time of Ceremony: _____ Second choice: _____

Type of Ceremony Requested: (check all that apply) Groundbreaking _____ Ribbon-Cutting _____

Open House _____ New Office Location: _____ Anniversary: (# of yrs) _____

Address: _____

Please submit this request (14) business days prior to the requested schedule date.
Email company logo to louise@maumellechamber.com for marketing purposes