



RIBBON CUTTING REGISTRATION FORM

Please return the form no later than one week prior to the date of your ribbon cutting.
Please submit the below information *exactly* as you would have it appear in press releases and other print materials.

Business Name: _____ Business Phone: _____
(Phone to be included in press releases).

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Owner's Name(s): _____

Clergy or Designee Name: _____ Title: _____
(Pastor, Reverend, or Business Title, etc.)

Church or Business Affiliation: _____
(Of the Clergy Member or Designee listed above).

Ribbon Cutting Address: _____

Please list any staff members you would like us to recognize in the spaces provided below:

Staff Name _____ Title: _____

Staff Name _____ Title: _____

Staff Name _____ Title: _____

Will you be providing light refreshments, a light meal, or a meal? _____
(We will advertise the above to those invited).

RIBBON CUTTING PRESS RELEASE

Please put in the below box any information you would like us to include in the Press Release:

Points to consider including in the above press release:

- The services you provide
- What you do and why it is important
- An action you want the reader to take

Example Press Release from the Chamber point of view:

The Douglas-Coffee County Chamber of Commerce is a membership organization dedicated to enhancing the economic development of our region. We are a *catalyst* for business growth and development, a *convener* for community leaders and influencers, a *connection* between the Coffee County business community and legislators, and a *champion* for the community. Become a member of the Chamber of Commerce today by visiting us online at www.coffeegachamber.com or give us a call at 912.384.1873. Business is Brewing in Douglas-Coffee County, Georgia!

Please let us know if you have any questions!