

Congratulations! The Greater Nashua Chamber of Commerce is always pleased to assist our members with ribbon cutting, grand opening, and significant event celebrations. We offer two different packages to help you make the most of your event.

### **Basic Package – FREE** to all Chamber members

- Announcement of the event in one edition of the Chamber’s weekly eBlast, sent to the full Chamber distribution list (over 5,500 people)
- Announcement of event on GNCC Facebook page and link to your Facebook Event page if you have one set up.
- Representation of the Chamber of Commerce at the event\*
- Contact list for Nashua’s city elected officials (Mayor and Board of Aldermen)\*\*
- Contact list for Nashua’s State Representatives and State Senators\*\*
- Gold ceremonial scissors and gold ribbon for use in the ceremony

### **Enhanced Package – \$150.00**

- An additional announcement of the event in the Chamber’s weekly eBlast, each week for up to 4 weeks prior to the ribbon cutting (\$250 value)
- Chamber of Commerce membership list in electronic format (\$150 value)
- Inclusion of the event on the Chamber’s website in the Calendar of Events section for up to 6 weeks prior to the event

\* During normal working hours (Monday through Friday, 8:30 am to 4:30 pm). For events held during the evening and/or on weekends, we will do our best to have a representative there but cannot guarantee attendance.

\*\* Please note that while we do provide contact information for key dignitaries, the Chamber does not send invitations or manage responses for you.



## Ribbon Cutting/Grand Opening Request Form

I would like to request the following Ribbon Cutting/Grand Opening Package:

- Basic Package (FREE)
- Enhanced Package (\$150.00)

**Please provide the Chamber with the following information:**

Company name: \_\_\_\_\_

Event contact person: \_\_\_\_\_

Event contact person phone number: \_\_\_\_\_

Event contact person email address: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

Event day of the week: \_\_\_\_\_

Would you like a Chamber representative to speak during your event?  Yes  No

Would you like the Chamber to provide ribbon and scissors for the event?  Yes  No

**Package details:**

The Greater Nashua Chamber of Commerce will provide general guidelines for planning a ribbon cutting/grand opening. Our staff is here to support you and guide you in planning your celebration. However, the Chamber does not accept responsibility for planning ribbon cutting/grand openings for its members, including selecting dates/times, collateral design, extending invitations to local dignitaries, and notifying the media. Additionally, the Chamber does not provide photography for the event. All of these services will enhance the experience and we recommend them. The Chamber staff can be your resource in finding the right companies to support your event.

1. Event details and description (150 word maximum) for inclusion in the Chamber’s Weekly eBlast must be provided at least 10 working days prior to when the event should appear in the calendar. Description can include a link to the company’s website and/or an email address for more information.
2. Requests for contact information for Nashua area elected officials should be directed to the Director of Membership at [ayoung@nashuachamber.com](mailto:ayoung@nashuachamber.com).
3. The Chamber only guarantees a staff representative during normal working hours (Monday through Friday, 8:30 am to 4:30 pm, excluding holidays). For events held during the evening, on weekends, or on holidays, a Chamber representative is contingent on staff availability.

\_\_\_\_\_  
Signature of requester

\_\_\_\_\_  
Date