



# Ribbon Cutting Agreement



## Ribbon Cutting Services Are Included with Your Chamber Membership

- We will provide ribbon cutting materials, take photos plus a short video, and will promote your event on the Bend Chamber website, newsletter and social media. Advanced notice of at least four weeks is required to adequately prepare and market your event.
- Ribbon cuttings will be scheduled on Tuesdays or Thursdays, between 9:00 a.m. and 5:00 p.m.
- If Bend Chamber staff are unable to attend your event due to conflicting schedules, you are welcome to borrow our ribbon cutting materials for your special day.

**Not a member?** Contact [Shelley@BendChamber.org](mailto:Shelley@BendChamber.org) to learn about membership options.

**Business Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address of Ribbon Cutting Event** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Event Date & Time** \_\_\_\_\_

The following will appear on our website to promote attendance for your ribbon cutting event. Please include as much detail as possible:

**Reason for ribbon cutting** (New business or location, tell your story) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Amenities you'll offer to make the event special** (Food, drinks, raffle, music, etc.) \_\_\_\_\_

\_\_\_\_\_

**Tell us about your business** (What industry are you in? What type of products and services do you offer and for whom?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BUSINESS REPRESENTATIVE

\_\_\_\_\_  
BEND CHAMBER REPRESENTATIVE

Please sign and email this agreement and attach your **company logo** and **business photo** or other promotional materials.



Email Agreement to:

**KATHLEEN QUINNEY**, Events & Programs Coordinator  
[Kathleen@BendChamber.org](mailto:Kathleen@BendChamber.org) | 541.323.8826