**Milestone Event Reservation Request**

The Chamber of Commerce will provide the signature red ribbon & ceremonial scissors, live stream the ceremony on Facebook, and promote the event to the Membership. At least one Chamber team member and/or Board member will be present to share remarks on behalf of the Chamber of Commerce.

*Milestone events should occur within 12 months at the new location.*

The following best describes the purpose of my milestone event:

- [ ] New Business (traditionally a brick-and-mortar store or office)
- [ ] Groundbreaking Ceremony (groundbreaking for a new building – can be for a new or existing business)
- [ ] Expansion (opening a second location)
- [ ] New location (relocated business)
- [ ] Dedication (dedicating a renovation or new addition to existing brick-and-mortar location)

**My event will include** (select all that apply, it will help us promote the event most accurately):

- [ ] Refreshments
- [ ] Facility Tours
- [ ] Product/Service Samples or Demos
- [ ] Live Music/DJ
- [ ] Raffles
- [ ] Giveaways
- [ ] Other: __________________________________________

**Event Information:**

*Please include the contact info for the event organizer (not necessarily the primary for the business membership).*

Name of Business: ____________________________

Primary Point of Contact Name: ____________________________

Position: ____________________________

Email: ____________________________

Phone: ____________________________

**Event Details:**

Because of high demand, **milestone events are scheduled for either Tuesdays at 5:30 or Thursdays at 11:30** and must not conflict with existing Chamber events. Please note, **the cutting of the ribbon will occur 15 minutes after the advertised start time.**

Location Address: ____________________________

Requested Date: ________________

Start Time: ________________

End Time: ________________

Event is:  
- [ ] Open to the membership/public (includes social media & newsletter promotion, Facebook Live)
- [ ] Invitation Only (must have ticket/registration to attend, not advertised to the public)
- [ ] Please send invitation to local elected officials (Chamber cannot guarantee attendance)

**Anticipated participants/speakers:**

Names/Titles: ____________________________

Additional Details/Special Request: __________________________________________

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*We recommend that you invite your family, friends, and customers to attend either by sharing our social media post on your event or sending them our link to register.*