



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: _____

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.