

RIBBON CUTTING

Available only to members of the Urbandale Chamber of Commerce



Thank you for partnering with the Urbandale Chamber of Commerce on your ribbon cutting. We are excited to celebrate with you! Each business wants something different from their celebration, which is why we offer different options for members to select from.

**We encourage you to use Urbandale Chamber members for your food and/or refreshments.
For a list, please email Jeana Schultz at jschultz@urbandalechamber.com.*

GRAND OPENINGS & GROUND BREAKINGS ONLY

free!

Event Promotion:

Promoted on www.uniquelyurbandale.com
Promoted on www.desmoinesmetro.com
Announcement to the Board of
Directors & Connectors
Promoted using social media

Provided at the event:

Red Ribbon & Scissors
Official Ribbon Cutting Plaque

After the event the Chamber will:

Publish event photos on the Chamber's
Facebook site & Twitter

Additional items can be purchased a la carte

MAJOR ANNIVERSARIES, EXPANSION, NEW LOCATION

\$295

Event Promotion:

Emailed event flyer to 1,800+ Chamber
members designed by the Chamber
or business
Promoted on www.uniquelyurbandale.com
Promoted on www.desmoinesmetro.com
Announcement to the Board of Directors
& Connectors
Promoted using social media

Provided at the event:

Official Urbandale white & blue logo Ribbon
& Scissors
Official Ribbon Cutting Plaque

After the event the Chamber will:

Publish event photos on the Chamber's
Facebook site & Twitter

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A LA CARTE ITEMS

Enhancements

- List of Chamber member caterers (free)
- List of local media contacts (free) Two silver rental stanchions **\$50** Red carpet rental **\$100**
- Chamber membership mailing labels-MAIN CONTACTS **\$200** (approx. 765 representatives)
- Chamber membership mailing labels-ALL CONTACTS **\$350** (approx. 1,900 representatives)
- Invite Chamber membership to attend with a blast email **\$150** (included with non-grand opening option)
Please indicate who will design the eblast flyer:
Chamber _____ Your business _____
- Custom Urbandale white or blue ribbon with Chamber logo imprint **\$25** (included with non-grand opening option)
- Custom commemorative plaque featuring photo, scissors, ribbon and custom text **\$100**
- Three dozen cookies from Charstie's Cookies **\$50**
- 110 quart cooler rental **\$25**

DETAILS

Tell us what type of event you are planning...

- Grand Opening (free) Other celebration including renovation, relocation, milestone anniversary **\$295**

Event Date: (1st Choice) _____ (2nd Choice) _____

*Ribbon cuttings are conducted Monday – Friday with a start time no earlier than 8 a.m. or a start time no later than 5 p.m. The Chamber does not schedule ribbon cutting celebrations when another Chamber event is taking place on the same day. The only exceptions are on days where there is a Contacts & Contracts meeting, MOXIE meeting or Board Meeting. Those dates are available for ribbon cuttings, just not at the same time. Those days are filled as a last-resort. Please see the Chamber calendar at www.uniquelyurbandale.com for a full list of Chamber events.

Time of Event: From: _____ To: _____

*The ceremony will take place 15 minutes after the start of the event unless indicated and approved from Chamber

Business name: _____

*Exactly as you would like it to appear on the plaque

Primary Contact: _____

Phone Number: _____

Email Address: _____

Address of Ribbon Cutting: _____

*Location must be a member of the Urbandale Chamber

***Bill me** _____ **Check enclosed** _____

Payment must be made in full prior to the event. If payment is not received prior to the event, the event will need to be rescheduled.

To complete your reservation: Please fax this form to the Urbandale Chamber of Commerce at 515-331-2987 or scan and email it to: jschultz@urbandalechamber.com. Forms may also be mailed with payment to: 2830 100th St., Suite 110, Urbandale, IA 50322. The Chamber will secure the event and begin promoting it once this form is received. If a change needs to be made with the date after this form has been turned in, you may be charged the cost of reproducing the plaque.