



# Ribbon Cutting



**#1**

**FREE**

Grand Openings, Ground Breaking or Move to/expansion in URBANDALE ONLY

**Event Promotions:**

- 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 & LARGE Scissors
- Official Ribbon Cutting Plaque

**After Event Promotion:**

- Publish Event Photos on Chamber's Facebook Site

Please Provide the Names of (3) Three other Business Owners you know would benefit from becoming members of the Urbandale Chamber of Commerce. We would like to invite them to your celebration! You can email the following information Ryan Moon at RMoon@Urbandalechamber.com



**3 x Referral**

Business Name, Contact Name, Contact Phone Number, and Contact Email

**#2**

**\$295**

Major Anniversary, Expansion (outside of URBANDALE), New Location within Urbandale & Remodels

**Event Promotions:**

- E-Blast event flyer to 1,800+ Chamber members
- 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 or Blue Logo Ribbon & LARGE Scissors
- Official Ribbon Cutting Plaque

**After Event Promotion:**

- Publish Event Photos on Chamber's Facebook Site

**Please Indicate who will be designing your E-Blast Email**



\_\_\_\_\_ Chamber Staff (logo attached)  
\_\_\_\_\_ Your Business (flier attached)

Additional Items Can Be Purchased A LA Carte

## Enhancements

**CIRCLE a la carte items that you would like to include with your Ribbon Cutting**

- List of Chamber Member Caterers (free)
- Media Email Contact Information (free)
- Two Silver Rental Stanchions - \$50
- Red Carpet Rental - \$100
- Chamber Membership Mailing Labels; Main Contacts \$200 (approximately 765 representatives)
- Chamber Membership Mailing Labels; All Contacts \$350 (approximately 1,900 representatives)
- E-Mail Blast to 1,800 Chamber members \$150
- Custom Urbandale white or blue ribbon with Chamber Logo Imprint \$25
- Custom Commemorative Plaque featuring photo, scissors, ribbon and custom text \$100
- 110 Quart Cooler Rental \$25

**To complete your reservation:**

Please fax (515-331-2987) or email this form to Denise Day @ Denise@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.

## What Type of Event are You Planning?

CIRCLE #1 OR #2 to indicate your RC preference

**#1 FREE**

**OR**

**#2 \$295**

**Event Date:**

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

Ribbon Cuttings (RC) are conducted Monday - Friday with a start time no earlier than 8 a.m. or start time no later than 5 p.m. The Chamber does not schedule RC Celebrations on days when another Chamber event is taking place. Exceptions: Contacts & Contracts, MOXIE, or Board Meeting. Please see the Chamber Calendar at www.uniquelyurbandale.com for a full list of Chamber events. RC will take place 15 min. after start of event

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of RC: \_\_\_\_\_

Location must be a member of the Urbandale Chamber

Bill Me: \_\_\_\_\_ Check Enclosed \_\_\_\_\_

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