



Eastchester Tuckahoe Chamber of Commerce

Ribbon Cutting Reservation Form

Complete this form and return it to the Chamber Office: Attn. Mariam Janusz

Allow 48 – 72 hours for processing. *Thank you!*

- Pre-registration with the Chamber for Ribbon Cuttings is required with two weeks advance notice.
- Events are scheduled based upon availability during business hours only. (M-F 8:30 am-5:00 pm)
- Submit all changes in writing to etcoc@gmail.com

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

- Renovation Grand Opening Ground Breaking Milestone Anniversary (1st, 5th, 10th...) Relocation

Event Day _____ Event Date _____

Time of Ribbon Cutting (If different from event time) _____

Company Name _____

Contact _____

Phone Number _____

Email _____

Address of Ribbon Cutting _____

Describe your Event (write two or three sentences to describe your celebration, including special promotion/products available to attendees or Chamber Members, open house hours, open to the public, for example. Write as you wish it to appear on the Community Calendar if applicable)

What you need from the Chamber...

- Big scissors & ribbon List of local media contacts List of Chamber member caterers
- Announcement on the Community Calendar (event must be open to the public, not just Chamber members)
- Chamber membership mailing labels - \$100 complete list, \$100.00 (plus tax and \$5.00 s/h) for complete membership list. You will be contacted for a credit card, as prepayment is required.

Please Mail or Email this form and allow 48 – 72 hours for processing. Thank you!

Eastchester Tuckahoe Chamber of Commerce

65 Main Street, Tuckahoe Town Hall, Tuckahoe, New York 10707 / [Email etcoc@gmail.com](mailto:etcoc@gmail.com)

Internal Use Only Date Received _____

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| <input type="checkbox"/> Chamber member in good standing | <input type="checkbox"/> If requested, caterer list sent | <input type="checkbox"/> If requested, media list sent |
| <input type="checkbox"/> Intranet/Outlook/Ribbon Cutting Schedule/ribbon cutting webpages | <input type="checkbox"/> If requested, Community Calendar | <input type="checkbox"/> Event Reconfirmed |
| <input type="checkbox"/> Photo of event sent for newsletter | <input type="checkbox"/> Sales Person _____ | |