

**NRRC**

**Ribbon Cutting**

Ribbon Cuttings must be planned at least one month in advance, for publicity in the NRRC Newsletter and to arrange for availability of NRRC staff and members.

The fee for hosting a Ribbon Cutting is $200 - payable to NRRC prior to the event.

*\*Hosts are encouraged to provide refreshments and invite guests.*

**NRRC Provides:**

Ribbon, Scissors, Photos, and Publicity

**Publicity prior to the event includes:**

* Posting on the NRRC website
* Inclusion in the NRRC newsletter
* Press release sent to local papers
* Special notices to NRRC Board Members and Ambassadors for attendance

**Publicity after the event includes:**

* A photo and caption posted in the following month’s e-newsletter.
* A photo and caption sent to local media outlets.

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| To arrange a Ribbon Cutting, please contact Tom O’Rourke at (781) 769-1126, or email this completed form at least one month prior to the proposed date to [tom@n](mailto:tom@n)rrchamber.com  **Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Proposed Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

* ***Ribbon Cuttings are held Monday - Friday, l0:00 am - 4:00 pm***
* ***The Chamber reserves the right to feature NRRC promotional materials and banner***
* ***The Chamber does not staff your event or supply materials other than ribbon and scissors***

**Signature of company representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**