



## Member Celebration Policy and Procedure

Congratulations on your upcoming celebration! We understand that your business isn't just a business; it's the realization of a dream and a testament to what's possible when ideas and imagination meet hard work and determination. The Rowan Chamber of Commerce is proud to celebrate important milestones with our member businesses, be they grand openings, ribbon cuttings, expansions, or renovations.

As you plan your event, please refer to the following guidelines regarding the Chamber's role and your role. Please read the following and return the signed form to Mary Scott Norris via email at [msnorris@rowanchamber.com](mailto:msnorris@rowanchamber.com). For more information phone 704-633-4221.

- Ribbon Cutting / Ground Breaking services of the Rowan Chamber of Commerce are available to members only.
- Chamber staff and volunteers will bring the ribbon and "giant" scissors or golden shovels.
- The Rowan Chamber will have a digital camera for photos. After the event, we will provide copies of photos via e-mail, at your request. Photos will also be printed in our monthly newsletter and on our Facebook page.
- The Rowan Chamber will invite the Chamber Ambassadors.
- A minimum of one staff member will be present at the event. We cannot guarantee the number of attendees, as the event is optional for volunteers.
- The Rowan Chamber is not responsible for the order of the event or planning the itinerary. If you would like a specific representative from the Chamber to speak during the program, please let us know in advance.
- It is your responsibility to invite city and county officials, dignitaries, and other guests to your event.
- The Rowan Chamber can provide you with a media list. It is your responsibility to send out news releases and invitations to the media.
- The Rowan Chamber will announce your event in our events calendar.
- Member Celebrations can be held Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. Exceptions to these rules will be considered if the grand opening is associated with a special event.

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Rowan Chamber of Commerce

FAQ's about our Member Celebration / Ribbon Cutting Service

Q. How soon should we begin planning our event?

A. Planning at least six weeks in advance is recommended; we must receive this form at least two weeks in advance of your preferred date.

Q. Who should receive an invitation?

A. Invite friends, family, business clients, vendors and elected officials.

Q. How much is the Member Celebration / Ribbon Cutting Service?

A. This is a complimentary service for a member in good standing.

**Yes, I would like to schedule a Member Celebration!**

Business Name: \_\_\_\_\_  
(Please Print)

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Time: \_\_\_\_\_

By signing the form, I understand the roles and responsibilities of my business and the Rowan Chamber of Commerce in regards to my Member Celebration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for allowing the Rowan Chamber to be a part of your special event. We look forward to celebrating with you.**