



# RIBBON CUTTING PACKAGE

**The Knoxville Chamber is happy to assist businesses with their ribbon cutting, groundbreaking, or anniversary celebrations. Our main objective is to help promote your event to the business community by providing these services below. For more information, please call 865.246.2618 or email [investorrelations@knoxvillechamber.com](mailto:investorrelations@knoxvillechamber.com). We want you to have a successful event!**

## CONNECTOR PACKAGE: \$350

### **Before the event, this package includes:**

- An email invitation to Chamber team.
- An event posting on the Knoxville Chamber's Ribbon Cuttings Eventbrite page which will include your business name and logo, location, event description, and a map to your location.
- A Special Events Package sent to you which includes: a list of elected officials (local, state, and federal); a media guide with radio, newspaper, and television contacts; and a list of Chamber investors in your zip code on mailing labels, if you wish to send paper invitations. Please note: it is your responsibility to send invitations to these people for your event.
- At the event, the Chamber will supply the ribbon, giant scissors, and at least one Chamber team member to take the ribbon cutting picture.

### **After the event, this package includes:**

- An email with the picture(s) for you to keep as a memento.
- Special promotion of the picture and caption you provide included in the weekly ribbon cutting update on the Chamber's social channels; on the Chamber's Ribbon Cutting web page for 90 days following the event; and on the Chamber newsletter, *The Loop - Invite Edition*.

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## OPTIONAL SHADOWBOX ADD-ON: \$150

This framed keepsake includes a picture from your ribbon cutting, a piece of ribbon, and a pair of scissors to commemorate your event. You will receive your shadowbox approximately 4-6 weeks following your event. The price of the shadowbox is not eligible for the ribbon cutting discount.

***Your ribbon cutting date is not reserved until the Chamber has received the completed Ribbon Cutting Purchase Agreement and payment. Ribbon cuttings are held Monday through Friday during normal business hours.***





# RIBBON CUTTING PURCHASE AGREEMENT

**COMPANY:** \_\_\_\_\_ **Date of Purchase:** \_\_\_\_\_

Main Contact Name for Ribbon Cutting: \_\_\_\_\_

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

Main Contact Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Ribbon Cutting Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Discounts: Executive, 20% \_\_\_\_\_ Silver, 30% \_\_\_\_\_  
\*Discounts not eligible on the price of the shadowbox

Total Cost: \_\_\_\_\_ Level Discount: \_\_\_\_\_ Shadowbox Cost: \_\_\_\_\_ Total: \_\_\_\_\_  
(if applicable)

Payment Method: ☐ Check Included ☐ Invoice ☐ Visa/MasterCard/American Express

If you wish to pay for your ribbon cutting by credit card, please call Samantha Fox at (865) 246-2618. Due to security reasons we are unable to collect credit card information via this application. We apologize for the inconvenience.

## BILLING INFO:

Attention: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Services will be provided after payment is received in full.**

***I agree to the Terms and Conditions in this agreement and verify the above information is correct.  
I hereby authorize the purchase of a ribbon cutting with the Knoxville Chamber.***

Investor's Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

## FOR OFFICE USE ONLY:

☐ Conf. Email ☐ Speaker: \_\_\_\_\_ ☐ Refreshments? Y/N ☐ Location Type: \_\_\_\_\_  
☐ EVB ☐ URC PDF ☐ Outlook ☐ SEP Date Mailed: \_\_\_\_\_  
☐ Pics Emailed ☐ Trello - Social ☐ Trello - Loop ☐ Web ☐ SB – ord. ☐ SB – del.