

## Ribbon Cuttings/Ground Breakings

We email/mail notices to the following:

Chamber Board  
Dublin Mayor/City Council/City Mgr.  
Mayor/City Council  
Laurens County Commissioners  
Development Authority  
Chamber Ambassadors  
Patsy Baker, KDLB

Courier Herald-Editor & Calendar  
WMAZ Channel 13  
TV-35  
WMLT/WQZY/WDBN Radios  
Now Magazine  
Small Business Development Ctr.

\* Cadwell, Dudley, Dexter, East Dublin, Montrose, and Rortz

### \*\* Other Invitees \*\*

If you want to invite additional guests up to 25 people, the Chamber will send those people notices also. Please submit the list of people, along with their complete addresses, to the Chamber no later than two weeks before the event.

### For your ribbon cutting or ground breaking the Chamber will:

- \* Send out notices two weeks before the ribbon cutting/ground breaking to the above list and extra invitees
- \* Call the Mayor/County Commissioner Chairman to confirm their attendance for the date and time
- \* Provide the bows, ribbons, and scissors for ribbon cuttings
- \* Provide bows for shovels for groundbreaking (the Chamber has four shovels, but they are typically provided by the contractor)
- \* Arrive ten minutes early to prepare
- \* Take photos of the ceremony for a press release for the Courier Herald, and for the newsletter, *The Chamber Clarion*
- \* Send a press release and picture to the Courier Herald's Hometown News. \*\* Please note: the Courier Herald reserves the right to decide the date the picture will be printed in the newspaper
- \* Send pictures of the ceremony to the business

\* Ribbon cuttings/ground breakings will try to be scheduled for Wednesdays or Thursdays and are for CHAMBER MEMBERS ONLY.

\* A Member business can have a Ribbon Cutting within THREE MONTHS of the following: NEW BUSINESS, RELOCATION, REMODELING or NEW OWNERSHIP

If you would like to request a ribbon cutting or a groundbreaking, please fill out the following form and fax or mail to the Chamber:

Mail to: Dublin-Laurens County Chamber of Commerce

P.O. Box 818  
Dublin, GA 31040

Fax to: (478) 275-0811

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*Ribbon Cutting or Ground Breaking Ceremony Request Form*

*Business Name:*

\_\_\_\_\_  
\_\_\_\_\_

*Address:*

\_\_\_\_\_  
\_\_\_\_\_

*Contact Phone:* \_\_\_\_\_ *Number of employees:* FT: \_\_\_\_\_

PT: \_\_\_\_\_

*DATE:* Opened, of Relocation, Remodel Complete, or of New Ownership: \_\_\_\_\_

*Hours of Operation:*

\_\_\_\_\_  
\_\_\_\_\_

*Owner(s):* \_\_\_\_\_

*Manager:* \_\_\_\_\_

*Date of RC/GB requested:* \_\_\_\_\_ *Time:*

\_\_\_\_\_

*Type of Business (Please explain in detail types of service or specific product lines for Press Release):*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*\*Submitted additional invitation list?*      YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_

*Signature of person completing form*

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Please print name

RC/GB requested for (please initial one):

New Business     Relocation     Remodeled     New Owner