



Greater
WILMINGTON
Chamber of Commerce

One Estell Lee Place Wilmington, NC 28401 910.762.2611 FAX 910.762.9765

**Ribbon Cutting/Grand Opening Ceremony
Information Sheet**

Date of initial contact: _____

Company: _____

Date of Ceremony: _____ Time: _____

Location: _____

Phone: _____ FAX: _____

Ceremony Contact: _____ Phone: _____ FAX: _____

Person who Chamber will be introduce to talk about business @ ceremony: _____

Local Contact (if different from above): _____

Background information:

Location of Headquarters: _____

Year started: _____ Name of Owners/Corporation: _____

Number of other Locations: _____ How many States? _____

Number of jobs created with this new location: _____

Brief description of business: _____

Invitation List:

1. VIP's should include -
 - ____ Mayor of Wilmington and Council Members
 - ____ Chairman of County Commission and Commissioners
 - ____ Miss Wilmington
 - ____ Chamber Board and Ambassadors Committee, Chamber Account Exec.
2. Media - Radio, Television, Newspapers, Local Magazines
3. **Others** (include FAX numbers or addresses if not Chamber members)

Options for Ceremony (provided by your business):

- ____ Refreshments
- ____ Souvenirs
- ____ Tours
- ____ Door Prizes

Note: The Chamber will provide:

1. Notification to the VIP's & media.
2. Large, oversize scissors for ribbon cutting.
3. Develop agenda and emcee the ceremony.

**** The ribbon and bows are to be supplied by your business ****

Questions?? Call Kathryn Freeman at 910/762-2611 ext. 212.

Additional Info: