



2016 Ribbon Cutting Agreement

Community Development Foundation
Contact: Emily Addison
Director of Membership Development
662.842.4521 eaddison@cdfms.org

Promote anything announcement-worthy related to your business with a ribbon cutting! Whether you are opening you are opening the doors for the first time, relocating to a new facility, or celebrating a milestone, a ribbon cutting is an excellent opportunity for publicity for your business.

Planning & Marketing

For planning and marketing purposes, ribbon cuttings should be scheduled at least one month in advance.

Prior to Event CDF will:

1. Work with Member to determine best time and date
2. Notify Mayor and City Council/Aldermen
3. Publicize Ribbon Cutting on the Upcoming Events page at www.cdfms.org
4. Publicize Ribbon Cutting in monthly *Chamber Connection 2.0* e-newsletter, sent to over 2,500 CDF contacts
5. Promote to CDF Ambassadors Club, CDF Executive and/or Board members, and CDF Staff

Day of Event CDF will:

1. Provide large, blue bow and ribbon
2. Provide large, red scissors
3. Provide staff photographer

After Event CDF will:

1. Publish photo and brief business profile in monthly NE MS Business Journal, with over 33,000 subscribers
2. Publish photo in monthly *Chamber Connection 2.0*, sent to over 2,500 CDF contacts, with a click-through to your website
3. Publish photo on CDF's Facebook page
4. Mail event postcard to Member

Additional options:

1. VIP mailing list available upon request (Premier Business Investors and higher)
2. Media contacts available upon request (Premier Business Investors and higher)
3. CDF Membership mailing labels (\$125 per set; complimentary for Leadership Circle Investors)

Additional notes:

1. Ribbon Cuttings are held during normal business hours. Dates/times are subject to availability.
2. Determine the type and size event you envision. Your ribbon cutting may be as simple or elaborate as you choose.
3. Consider extending personal invitations to local media, dignitaries, business partners, clients, friends, and family.
4. Send company logo or event invitation to Emily for additional publicity





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Company Information

Company Name: _____

Contact Name: _____ Event Contact Phone #: _____

Contact E-mail Address: _____

Physical Address and City: _____

Website and Social Media: _____

Tell us what you are celebrating

Preferred Event Date and Time

First Preference

Second Preference

Third Preference

Date: _____

Date: _____

Date: _____

Time: _____

Time: _____

Time: _____

Return to:

Community Development Foundation
Attn.: Emily Addison
eaddison@cdfms.org
Fax: 662.841.0693

For planning and marketing purposes, ribbon cuttings should be scheduled at least one month in advance. After this form is received, you will be contacted by Emily Addison to discuss events details.

Rescheduling/Cancellation Fee: A \$150 fee will be assessed to reschedule or cancel a ribbon cutting.

Questions? Contact Emily Addison at 662.842.4521 or eaddison@cdfms.org.