



## Salisbury Area Chamber of Commerce Ribbon Cutting and/or Groundbreaking Checklist

Event \_\_\_\_\_

Date and Time of the Event \_\_\_\_\_

Location of the Event \_\_\_\_\_

Point of Contact \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Company and Address \_\_\_\_\_

Chamber support: (Chamber will provide those that are checked)

- Invitations to government leaders
- Invitations to chamber leaders
- Invitations to others, specify \_\_\_\_\_
- Chamber provides invitations
- Company provides invitations
- Scissors and ribbon
- Photographer
- Other support as requested \_\_\_\_\_

Please check the media outlets you would like notified:

- WBOC     WMDT     The Daily Times     Business Journal     Metropolitan
- Great Scott Broadcasting     Clear Channel Comm.     Delmarva Broadcasting

Invitees: (Check those that you would like us to invite)

- Chamber Officers & Ambassadors                       Chamber Board of Directors
- Chamber membership                                       Wicomico County Council
- Salisbury Mayor and City Council                       Congressional Delegation
- Maryland General Assembly                               Other Governments
- Public

Complete this form and return to the Chamber at 410-860-9925. Your contact will be Membership Director Cathie Thorsten, 410-749-0144 or [membership@salisburyarea.com](mailto:membership@salisburyarea.com).