



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

Event/Company Name \_\_\_\_\_

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
- Chamber provides invitations
- Company provides invitations
- Scissors and ribbon
- Photographer

Please check the media outlets you would like notified:

- WBOC     WMDT     The Daily Times     Business Journal

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

- |   |   |
|---|---|
| <input type="checkbox"/> Chamber Officers & Ambassadors   | <input type="checkbox"/> Chamber Board of Directors |
| <input type="checkbox"/> Chamber membership               | <input type="checkbox"/> Wicomico County Council    |
| <input type="checkbox"/> Salisbury Mayor and City Council | <input type="checkbox"/> Congressional Delegation   |
| <input type="checkbox"/> Maryland General Assembly        | <input type="checkbox"/> Other Governments          |
| <input type="checkbox"/> Public                           |   |

If parking is not available, please identify closest parking \_\_\_\_\_.

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