



PLAIN CITY BUSINESS GRAND OPENING FORM

DATE:

Section 1 – Business Information

Business Name

Business Address

Contact Person

Title/Position

Phone

Email

Website

Social Media

Section 2 – Obligations

Does your business have any outstanding obligations related to the project, such as unpaid fees, incomplete permits, or any other required obligations that have not been fulfilled?

YES NO

If yes, please describe:

Section 3 – Event Information

Please describe the event: Groundbreaking Grand Opening Ribbon Cutting

Is this event: Private Public

Date & Time

Desired Event Date (Preferred): Time:

Desired Event Date (Option #2): Time:

Desired Event Date (Option #3): Time:

Do you have a plan for inclement weather?

YES NO

If yes, please describe:

Will you be providing your own materials for the event?

YES

NO, I will need scissors

NO, I will need ribbon

NO, I will need both scissors and ribbon

Will you have a speaker and microphone?

YES NO

Will you offer any specials, giveaways, or entertainment?

YES NO

If yes, please describe:

Will you have any refreshments or appetizers?

YES NO

If yes, please describe:

Will you have any distinguished guests or invitees?

YES NO

If yes, please describe:

Will you have a professional photographer?

YES NO

Do you need assistance drafting and sending a media release?

YES NO

Do you have any special graphics or logos to use in the promotional materials?

YES NO

Would you like us to promote the event in our e-newsletter and social media platforms?

YES NO

Are you a member of a Chamber of Commerce?

YES NO

If yes, please describe:

Please provide any additional comments or requests: