



Member Celebration Policy and Procedure

Congratulations on your upcoming celebration! We understand that your business isn't just a business; it's the realization of a dream and a testament to what's possible when ideas and imagination meet hard work and determination. The Paducah Area Chamber of Commerce is proud to celebrate important milestones with our member businesses, be they grand openings, ribbon cuttings, expansions, or renovations.

As you plan your event, please refer to the following guidelines regarding the Chamber's role and your role. Please read the following and return the signed form to Cindy Fuller via fax at 270-442-9152 or mail to P.O. Box 810, Paducah, KY 42002-0810. For more information phone 270-443-1746 or email to cfuller@paducahchamber.org

- Ribbon Cutting / Ground Breaking services of the Paducah Area Chamber of Commerce are available to members only.
- Chamber staff and volunteers will bring the ribbon and "giant" scissors or golden shovels.
- The Paducah Chamber will have a digital camera for photos. After the event, we will provide copies of photos via e-mail, at your request. Photos will also be printed in our monthly newsletter and on our Facebook page.
- The Paducah Chamber will invite the Diplomats Club, Paducah Ambassadors, Chamber Board of Directors and the Membership & Marketing Committee to attend your event.
- A minimum of one staff member will be present at the event. We cannot guarantee the number of attendees, as the event is optional for volunteers.
- The Paducah Chamber is not responsible for the order of the event or planning the itinerary. If you would like a specific representative from the Chamber to speak during the program, please let us know in advance.
- It is your responsibility to invite city and county officials, dignitaries, and other guests to your event.
- The Paducah Chamber can provide you with a media list. It is your responsibility to send out news releases and invitations to the media.
- The Paducah Chamber will announce your event in our weekly e-newsletter, a weekly email newsletter that is distributed to our membership and at our monthly PIP (provided scheduling of your event allows for this). In order to appear in this publication, we must receive your request at least two weeks in advance.
- Member Celebrations can be held Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. Exceptions to these rules will be considered if the grand opening is associated with a special event.

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Paducah Area Chamber of Commerce

FAQ's about our Member Celebration / Ribbon Cutting Service

Q. How soon should we begin planning our event?

A. Planning at least six weeks in advance is recommended; we must receive this form at least two weeks in advance of your preferred date.

Q. Who should receive an invitation?

A. Invite friends, family, business clients, vendors and elected officials.

Q. How much is the Member Celebration / Ribbon Cutting Service?

A. This is a complimentary service for a member in good standing.

Yes, I would like to schedule a Member Celebration!

Business Name: _____
(Please Print)

Contact Name: _____

Phone: _____

E-Mail: _____

Preferred Date: _____ Time: _____

By signing the form, I understand the roles and responsibilities of my business and the Paducah Area Chamber of Commerce in regards to my Member Celebration.

Signature: _____

Date: _____

Please return to: Paducah Area Chamber of Commerce, P.O. Box 810, Paducah, KY 42002-0810 • 270-443-1746 • email: cfuller@paducahchamber.org • Fax: 270-442-9152

Thank you for allowing the Paducah Chamber to be a part of your special event. We look forward to celebrating with you.