

**GRAND OPENING CEREMONIAL RIBBON CUTTING
REQUEST FORM**

Planning Your Grand Opening:

Congratulations and Welcome to the City of Beachwood. We would love to assist you in celebrating your business opening with a ceremonial ribbon cutting. We understand that hosting your grand opening can be exciting but overwhelming. Mayor Justin Berns Office of Economic Development can help you organize a professional looking ceremonial ribbon cutting. The week prior to your planned event we will notify local elected officials and the Beachwood Chamber of Commerce of your planned opening celebration. We will also plan in advance to provide you a large bow, large ceremonial scissors and cutting ribbon or we can bring them out to you the day of the event. At the event, our Economic Development Director will welcome everyone, introduce all the elected officials attending the event, provide you with an opportunity to receive any proclamations. The Director will also introduce your key staff so you can share the exciting news about your new business and the services you are providing to the Beachwood community. The Director will then set everyone up for an official countdown and ceremonial ribbon cutting and official photograph.

Grand Opening Request Form:

Company Name: _____

Business Owner/Manager: _____

Key Staff or Family to Include in the Photograph:

Address: _____ Beachwood, Ohio 44122

Business Phone Number: _____ Cell Phone Number: _____

E-mail address: _____

Website: _____ Facebook/Social Media: _____

Business Description: _____

A Few Other Items:

- I have a grand opening flyer included to send to your elected officials
- I plan to have a professional photographer at the event. Name: _____
- I plan to open on the day of the event.

If not, please provide the opening date: _____

- I have my own press release for the event I will be sending out to the media and have included it with this application. Comments: _____
- I have someone organizing my grand opening. Contact: _____
- Phone Number: _____ E:mail: _____

Final Details:

Please provide up to 3 weeks in advance of the grand opening to make this request. We want to make sure we have enough time to get your events on everyone's calendars. If the event is on a weekend we will request that you pick up the bow, ribbon and scissors in advance.

Event Date Requested: _____

Number of People Anticipated: _____

The Economic Development Office will respond to your request, please make sure that you have received a response within 2 weeks of your grand opening. If you have any questions please call Cathy Bieterman, Economic Development Director at 216-292-1915 or the Office of the Mayor at 216-464-1070. We look forward to assisting you with a ceremonial ribbon cutting at your upcoming Grand Opening event.

Please Return Application To: City of Beachwood, Office of Economic Development by e-mail: Catherine.Bieterman@BeachwoodOhio.com or to the address below: