



Business After Hours and/or Ribbon Cutting Host Application

All Oviedo-Winter Springs Regional Chamber of Commerce Members who are in good standing are eligible to host a Business After Hours and/or Ribbon Cutting. Please complete this application to express your interest in hosting a Business After Hours and/or Ribbon Cutting event. Submit your application to the Chamber via email (kdishmond@owsrcc.org).

Businesses After Hours and/or Ribbon Cutting events can be held Monday through Thursday. The event can be a morning, lunch, or evening event. No Friday events or weekend events. Ribbon Cuttings are available for a new business or one that has recently relocated. All responsibilities remain the same for both. The Chamber will provide the ribbon and special ceremony scissors if having a ribbon cutting ceremony. More details on the next page.

Business Name (for display)

Physical Address of the Event

Contact: _____

Phone: _____

Website: _____

Email: _____

Description of products or services:

Purpose of Event (circle): Grand Opening/Ribbon Cutting Anniversary Remodel

Other _____

Briefly describe your event plans (facility tours, entertainment, refreshments, door prizes, charity tie-in, etc.)



Business After Hours and/or Ribbon Cutting Host Responsibility Outline

LOCATION

- Provide space for 30-50 guests.
- Ensure ample parking is available.

PROMOTIONS

- Provide company logo to the Chamber when handing in your application.
- Provide event details to the Chamber for use in promoting the event.

PROGRAM

- The host must handle the collection of business cards for door prize drawings.
- The host will have an opportunity to talk about who they are and what they do. You may use this time to announce new products or services, share a brief company history or highlight what sets you apart from your competition.
- Tours of your business and demonstrations are highly recommended.
- Encourage your staff, clients, family, and friends to attend; we would like to get to know them too!

REFRESHMENTS

- Quality beverages (wine and beer is encouraged), and appetizers for 30-50 guests (you may contact the Chamber for suggestions).

DOOR PRIZES

- It is highly recommended to provide door prizes.

OWSRCC PROVIDES

- Pre-event coordination, including scheduling date, time, and place.
- Promotion prior to the event in the Chamber E-newsletter, Online Calendar and social media outlets (e.g., Facebook, Instagram, LinkedIn, Twitter, TikTok)
- Ribbon & Ceremonial Scissors (Ribbon Cuttings only).
- Certificate of The Commemorative Ribbon Cutting (Ribbon Cuttings only).
- Photographer (when available).
- Representation from the OWSRCC Board of Directors, Ambassadors, and staff.
- Personal Invitation to City Officials and Mayors and our VIP list consisting of top-level executives, business owners and community leaders