

Celebrate!

Ribbon Cuttings & Business After Hours Event Request Checklist

Please mail or email your event request at least 6 weeks in advance.

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Bandon Chamber of Commerce
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Please include all of the following information:

1. Contact info.
 - business name
 - contact name
 - email
 - phone
 - business address
 - business website
2. Type of event– Ribbon Cutting or Business After Hours
3. Possible event dates
4. Event location, if other than your business address
5. 75 to 100 word press-style invitation–
This is your event pitch. Tell readers what's new, different or happening at your business that makes this event worth attending.

Note: After your event is scheduled, you may be asked to submit promotional photos and/or a copy of your business logo.