

Oviedo~Winter Springs

Regional Chamber of Commerce

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 mail (P.O. Box 621236, Oviedo, FL 32765) or through email (halie@oviedowintersprings.org). **A list of host responsibilities is on page 2.**

Businesses After Hours and/or Ribbon Cutting events are held on Wednesday or Thursday evenings from 5:30 - 7:30 PM. 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.

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.)

On behalf of (company name) _____, I (print name) _____
_____ am requesting the OWSRCC hold a Business After Hours Event on (date) _____.
_____. If this date is unavailable, my second choice is (date) _____.

I have reviewed and agree with the responsibilities associated with hosting this event that are found on page two (2) of this application. A \$200 payment is required to host a Ribbon Cutting event. A \$150 payment is required to host a Business After Hours event. Payment is due with application. I understand that my business must be in good standing and any/all construction must be completed prior to scheduling the event. I must give OWSRCC at least three (3) weeks' notice in writing before any event cancellation or date rescheduling. Limited to one reschedule. If event is cancelled less than three weeks out, the payment is non-refundable.

Signature: _____ Date: _____

* Business After Hours and/or Ribbon Cutting Events are limited to one (1) per week. Please review the online event calendar at www.oviedowintersprings.org & confirm with halie@oviedowintersprings.org before submitting your application to ensure your event will not conflict with other previously scheduled activities.

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Business After Hours and/or Ribbon Cutting Host Responsibility Outline

LOCATION

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

PROMOTIONS

- Provide logo to the Chamber when application is accepted.
- Provide event details to the Chamber for use in promoting the event.

PROGRAM

- The event begins at 5:30 PM and ends at 7:30 PM.
- Events are held on Wednesday or Thursday evenings.
- 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. Twitter, Facebook and MyChamberApp)
- 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, Ambassador Committee and staff.
- Personal Invitation to City Officials and Mayor.

For additional information, please contact the chamber Director of Programs & Events, Halie DeLoach at (407) 278-4872

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RIBBON CUTTING: \$200

BUSINESS AFTER HOURS: \$150

Friends of the Chamber & Partners in Progress:

*1 complimentary Ribbon Cutting OR Business After Hours
(per calendar year)*

Trustees:

*2 complimentary Ribbon Cuttings OR Business After Hours
(per calendar year)*

Payment Information:

Pay by check or credit card

CHECK

Please make checks payable to OWSRCC.

Check Number _____

CREDIT CARD

(circle) Visa Mastercard American Express Discover

Card#: _____

Exp. Date: _____ CSC: _____

Billing Zip Code: _____

Name as it Appears on Card:

Signature: _____ Date: _____