

Overview

The Greater Irvine Chamber of Commerce would like to help introduce your business to the community! If you are preparing for a grand opening, have a new location or an anniversary celebration, let the Greater Irvine Chamber celebrate with you!

Please read the following for a successful event:

- The date of the celebration is very important. All business celebration applications must be received at least **2 weeks prior to the date of the event.**
 - *A \$100 fee will be incurred if application is submitted in less than 2 weeks in advance.*
- Business celebration ceremonies must be held during the following weekday hours, **Monday – Friday 8:30 AM – 4:30 PM.**
- If your event is a public event, the Chamber will send your ribbon cutting information to our Ambassadors, Chamber Board of Directors, City Elected Officials (Mayor/City Council), Assemblymen, and State Representatives. The Chamber does not guarantee attendance from these groups. We encourage you to invite family, friends, colleagues, vendors, clients, media, etc. Expect 5-10 Chamber attendees for open events.
- Your event will be announced in the Weekly Connection the week of your ceremony (sent to all members) and on our social media channels. Additionally, your photos will be featured in "The Business Connection" Magazine and in the Weekly Connection E-Newsletter.
- The Chamber will provide specialty scissors, ribbon and a short agenda/timeline for the ceremony.
 - *Please note: The Chamber does not provide a professional photographer or PA system.*
- Have fun! This is your opportunity to let the community know all about your business.

Contact Information

Company Name	
Address	
Contact Name & Title	
Phone	
Email Address	
Website	

Event Details

Business Celebration Requested Date	
Event Start Time	
Ribbon Cutting Ceremony Start Time	
Description of Ribbon Cutting	
	Private – Invite Only (no invitations sent from Chamber to membership Photo opportunity (no invitations)
	Large event open to all members (invitation to Chamber members, Board, elected officials)
Is this an Irvine Company Property?	Yes No
Description of Company	
Reason for Ribbon Cutting e.g. grand opening, anniversary, new location, etc.	
Parking Information	
Event details e.g. food, drinks, raffle prizes, tours, etc.	

Signature

Name	
Signature	
Date	

Please submit completed applications to:

Danielle Spellman
36 Executive Park, Suite 100
Irvine, CA 92614
dspellman@irvinechamber.com