



380 W. WESTERN AVE - STE 202 - MUSKEGON, MI 49440 - P: 231.722.3751 - F: 231.728.7251 - MUSKEGON.ORG

APPRECIATE YOUR BUSINESS

# CELEBRATION KIT REQUEST FORM

Celebration Kits are available to assist you with marketing and planning your grand opening, expansion, open house, anniversary or new program being offered by your organization. If you have not yet set the date of your celebration, contact the Chamber to confirm staff/ambassador availability & community event conflicts.

**A minimum of 4 - 6 weeks notice is required.** For **\$195.00** you will receive any or all of the following...

**PLACE A CHECK MARK NEXT TO THE ITEMS YOU WOULD LIKE TO RECEIVE:**

- Full member **mailing list** to Chamber members
- A **media list** with contacts in various sectors of media
- Announcement** of celebration on Chamber **website** and **social media pages**
- A **CD** of the pictures taken by the Chamber at your event
- Your event photos **posted to the website** and the Chamber's **facebook** page
- A sample **Press Release** for the news media
- A sample **Invitation** and **Agenda** to help plan for the day of your event
- Use of Chamber's **large promotional scissors** for ribbon-cutting ceremony
- At least one Chamber **Staff** person to participate in the event
- Chamber **Ambassadors** to welcome your guests & assist as needed.

**QUESTIONS?**

Contact:  
Rachel Stewart  
or Cece Riley at  
231-722-3751

**Support your fellow Chamber members!**

if you are in need of food, beverages, rental items, etc. for your celebration, we will provide you a list of local resources.

Type of event:  Grand Opening  Open House  Anniversary Celebration  Business Expansion  Groundbreaking

Date and Time Requested: \_\_\_\_\_ Time of Ribbon Cutting (if applicable): \_\_\_\_\_

Location of Celebration: \_\_\_\_\_

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Send invoice via email (Y/N) \_\_\_\_\_

Method of Payment:  Bill Me  Visa/M.C./Discover CC# \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-digit pin on back of card \_\_\_\_\_ Billing Zip \_\_\_\_\_

**\*PAYMENT IS REQUIRED PRIOR TO ANY PROMOTION AND PARTICIPATION BY THE MUSKEGON LAKESHORE CHAMBER OF COMMERCE.**

**Registration Options:** Fax this form to 231-728-7251 | Call the Chamber at 231-722-3751 | Send a check to 380 W. Western Ave. Muskegon, MI 49440