



MOUNT PROSPECT RIBBON CUTTINGS

Date(s) Requested: _____

Time: _____

Reason:

❖ Grand Opening

☐

❖ Anniversary

☐

❖ Event Celebration

☐

❖ Other: _____

Business Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Two-Sentence Business Description: _____

Please fill out the following:

Submitted by: _____ Title: _____

Contact Phone: _____ Contact Email: _____



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RIBBON CEREMONY PROCEDURES

The Village of Mount Prospect welcomes the opportunity to be a part of your celebration with a ribbon cutting, ribbon tying, or groundbreaking ceremony! Please fill out this form completely and submit to jlett@mountprospect.org.

- ❖ Fill out this form at least 14 days prior to the requested date.
- ❖ Ribbon ceremonies are generally done between 9 AM and 5 PM, Monday through Friday.
- ❖ The Mayor and Village Board will be contacted for availability, and you will receive email or phone notification with confirmation of your request or an alternate date/time.
- ❖ We will provide the big scissors, red ribbon, and a photographer.
- ❖ To be respectful of everyone's time, the formal ribbon ceremony and photo will be done first. Any tours of the business, speeches, toasts, etc. can be done afterwards.
- ❖ If you are planning to serve alcohol at your event, a one-day special event permit is required. Call 847-818-5300 to arrange.

Questions? Email jlett@mountprospect.org or call 847-818-5300.