



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 CUTTING PROCEDURES

The Village of Mount Prospect and the Mount Prospect Chamber of Commerce welcome the opportunity to be a part of your celebration with a Ribbon Cutting! Please fill out this form completely and submit to **djarosz@mountprospect.org** or to the fax # 847-392-6022 at least 14 days prior to requested date of Ribbon Cutting.

- ❖ Ribbon Cuttings are generally done between 9 AM and 5 PM, Monday through Friday.
- ❖ The Mayor's office will be contacted for availability and you will receive email 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 Cutting and photo will be done first. Any tours of the business, speeches, toasts, etc., can be done afterwards.**

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