

## Ribbon Tying

### BUSINESSES LOCATED IN ARLINGTON HEIGHTS ONLY

#### What is a Ribbon Tying?

A ribbon tying symbolizes the business being united or “tied together” with the resources of the Chamber of Commerce, the Village Government and the community. A ribbon tying is an event hosted by a business for the purpose of connecting with your customers, your vendors, local business people you know, your friends, your family and members of the public who you invite. The chamber will communicate your ribbon tying to chamber members, but online registration is not available and chamber member attendance is not guaranteed.

**Host Expense Level:** See host responsibilities below.

#### Host Fee:

- Chamber Member \$0
- Non-Chamber Member \$0

**A ribbon tying is available through the AHCC for the following celebrations:**

- Newly opened businesses – Within 6 months of opening doors to the public
- Newly relocated businesses – Within 6 months of opening doors to the public

#### Host Responsibility:

- Invite
  - Your Staff
  - Your Customers
  - Your Vendors
  - Local Business People You Know
  - Friends & Family
  - Members of the Public
- Email [Kristin@ArlingtonHCC.com](mailto:Kristin@ArlingtonHCC.com) with event details, including where free parking will be available.
- Beverages and light snacks. The chamber strongly encourages use of chamber member restaurants and caterers. Please contact the chamber for suggestions of member restaurants and caterers.

## **Chamber Responsibility:**

- Request the attendance of the Mayor or another village official (availability not guaranteed)
- Provide ribbon
- Marketing
  - The Pulse – AHCC monthly newsletter
  - Weekly Monday newsletter
  - Social media post
- An e-mail blast to all chamber members is available to Associate and Partner level members who have not yet used their e-mail blast for the year. Classic level members and members who have already used their e-mail blast for the year may purchase an e-mail blast for \$150.

# Resources for hosting a successful event

## AHCC Chamber Members Who Can Help

- **Mailing Lists**

- Arlington Heights Memorial Library

- The Arlington Heights Memorial Library has a free database of consumer and business lists, which includes, but is not limited to Arlington Heights residents and businesses. If you are eligible for a resident or business library card, you can use this database on or offsite. If you are not eligible for an Arlington Heights library card, you may use this database onsite at the library.

- **Graphic Design – Thank You Notes, Etc.**

Contact the chamber for a current list of member partners

- **Promotional Items**

Contact the chamber for a current list of member partners

- **Signs**

Contact the chamber for a current list of member partners

- **Refreshments**

Contact the chamber for a current list of member partners



## Ribbon Tying Agreement

**Business Name** will host a ribbon tying on **Day, Month Date, Year** from **Time** to **Time**.

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**Please initial the following statements to verify that you understand and meet the minimum requirements for hosting a ribbon tying:**

\_\_\_\_\_ My business is located in Arlington Heights and has opened or relocated within the past 6 months.

\_\_\_\_\_ I am able to designate a staff person to handle all event coordination during the event so I am able to promote my business.

\_\_\_\_\_ I agree to provide beverages and light snacks.

\_\_\_\_\_ I understand that I will be responsible for providing an event description, including where free parking is available, for the chamber calendar listing.

\_\_\_\_\_ I understand that the chamber will communicate my ribbon tying to chamber members, but online registration is not available and chamber member attendance is not guaranteed.

\_\_\_\_\_ I understand that the chamber will request the attendance of the Mayor or another village official, but availability is not guaranteed.

\_\_\_\_\_ I understand my responsibility as the host of this event, and the deliverables of the chamber for this event.

**I would like recommendations of AHCC members who can help me with:**

Mailing Lists     Graphic Design     Promotional Items     Signs     Refreshments

**Host:** \_\_\_\_\_ **Date of event:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_