



Salisbury Area Chamber of Commerce Ribbon Cutting and/or Groundbreaking Checklist

Event _____

Date and Time of the Event _____

Location of the Event _____

Point of Contact _____

Telephone number _____ Fax _____

E-mail Address _____

Company and Address _____

Chamber support: (Chamber will provide those that are checked)

- Invitations to government leaders
- Invitations to chamber leaders
- Invitations to others, specify _____
- Chamber provides invitations
- Company provides invitations
- Scissors and ribbon
- Photographer
- Other support as requested _____

Please check the media outlets you would like notified:

- WBOC WMDT The Daily Times Business Journal Metropolitan
- Great Scott Broadcasting Clear Channel Comm. Delmarva Broadcasting

Invitees: (Check those that you would like us to invite)

- Chamber Officers & Ambassadors Chamber Board of Directors
- Chamber membership Wicomico County Council
- Salisbury Mayor and City Council Congressional Delegation
- Maryland General Assembly Other Governments
- Public

Complete this form and return to the Chamber at 410-860-9925. Your contact will be Membership Director Cathie Thorsten, 410-749-0144 or membership@salisburyarea.com.