



# City of Hamtramck

## Community and Economic Development Department

### Ribbon Cutting Reservation Form

A ribbon cutting is the ceremonial opening of a brand-new or newly renovated/relocated business. Therefore, it is a significant opportunity to generate public awareness of the business. The City of Hamtramck can promote businesses on its social media platforms and invite council members and other leaders to the ceremony. In order to qualify, applicants must be in good standing with the City (e.g. up-to-date business licenses and tax payments). Please send the form to [ced@hamtramckcity.com](mailto:ced@hamtramckcity.com).

#### BUSINESS INFORMATION

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Website \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Business:  Eat  Drink  Shop  Hair  Well-being  Art, Entertainment, Museum  Professional services

Other: \_\_\_\_\_

Date business was established \_\_\_\_\_ Number of jobs created \_\_\_\_\_ Range of amount invested \$ \_\_\_\_\_

What would you like people to know about your business? \_\_\_\_\_

Social Media: Instagram: @ \_\_\_\_\_ Facebook: \_\_\_\_\_

#### EVENT INFORMATION

Event location (Outside? Inside? If different from business address, please specify) \_\_\_\_\_

Date and time of celebration (first choice): \_\_\_\_\_

Date and time of celebration (second choice): \_\_\_\_\_

Are you planning on having a photographer? \_\_\_\_\_

Would you like any of the following:  Media contact list  Invitation to local elected officials  Invitation to DDA Members  
 Promotion of event on City social media accounts  List of catering organizations

Describe event (write 2-3 sentences to describe your celebration including special promotions/products available to attendees, open house hours, business hours, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CONTACT INFORMATION

Name of applicant \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to business (owner, manager, etc): \_\_\_\_\_ E-mail \_\_\_\_\_