

REQUEST FOR SERVICES

Creating a Climate of Growth & Success through Networking Opportunities



Revised: 09/2011

Return completed form to:

Coopersville Area Chamber of Commerce
289 Danforth Street
Coopersville MI 49404
Or Fax: 616.997.6679

Available to Members Only

Please allow up to four weeks to process all requests for event services.

Coopersville Area Chamber of Commerce Member: Yes No

If No, please contact the Chamber at 616.997.5164 or ctimmerman@cityofcoopersville.com

Company Contact Information

Contact Name: _____
Company Name: _____
Company Address: _____
City/State/Zip: _____
Company Phone: _____ Alternate Phone: _____ Fax: _____
Contact Email: _____

Event Information

Type of Event: Grand Opening Ribbon Cutting Anniversary Celebration After Hours Other _____
Date of Event: _____ Time (Start/Finish) of Event: _____ Time of Ribbon Cutting: _____
Special event information: _____
Directions to the event: _____

The Coopersville Area Chamber of Commerce will provide the following services FREE to our members:

- ✓ Ribbon & Scissors
- ✓ Event added to Calendar of Events, Networking & Homepage on www.coopersville.com
- ✓ Chamber Executive Director & City Official (Mayor when available) in attendance
- ✓ Chamber Ambassadors and Board of Director members to welcome your guests (during business hours)
- ✓ Event information included in Chamber Round About Town E-newsletter (provide your company logo & promotional paragraph by the 20th of the preceding month).

Additional Services Available – Cost \$175.00

FREE to Gold & Platinum Level Members!

- ✓ Event email invitation sent to ALL active Chamber members (\$100.00 value)
- ✓ 1 set of mailing labels provided for Chamber member businesses (\$75.00 value)

Tips to Ensure the Success of Your Event:

- ✓ You are encouraged to invite current clients, vendors, other business contacts, family and friends.
- ✓ Set up a display table or area to highlight your business. Brochures, special discounts, giveaways, staff photos, other are always a hit!
- ✓ Set up a table near the entrance for nametags and business card or door prize drawings (optional). Our Ambassadors can help staff this area.

The Coopersville Area Chamber of Commerce does not provide services related to catering, nor related to providing beverages or alcohol, and encourages the use of fellow Chamber member businesses when possible for the planning of your event. All membership and other fees as pertained to this event must be paid in full prior to the event.

Open 24/7 at www.coopersville.com

"Enhancing the Community by Building Better Businesses"

YOUR BUSINESS. YOUR COMMUNITY. YOUR FUTURE. YOUR CHAMBER.