

## Request for Services

### *Creating a Climate of Growth & Success through Networking Opportunities*

#### 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 two 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](mailto:ctimmerman@cityofcoopersville.com)

#### Company Contact Information

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

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 information regarding the event? \_\_\_\_\_

Directions to the event: \_\_\_\_\_

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

- ✓ Ribbon and Scissors
- ✓ Event added to Calendar of Events, Networking & Homepage on [www.coopersville.com](http://www.coopersville.com)
- ✓ Chamber Executive Director & City Official (Mayor when available)
- ✓ Chamber Ambassadors and Board Members to welcome your guests (during normal business hours)
- ✓ Include your event information in the Chamber Round About Town Newsletter (provide your company logo & promotional paragraph by the 20<sup>th</sup> of the preceding month).

#### Additional Services Available – Cost \$50.00

*FREE to members with consecutive membership of 3 years or more*

- ✓ Event's e-mail invitation sent to ALL chamber members (\$100.00 value)
- ✓ Mailing labels provided for member business to invite Coopersville Area Chamber of Commerce Members (\$10.00 value)

#### Tips to Ensure the Success of Your Event:

- ✓ You are encouraged to invite current clients, vendors, and other business contacts, family and friends to your celebration.
- ✓ Set up a display table or area to highlight your business. Brochures, special discounts, giveaways, staff photos, etc are always a hit!
- ✓ Set up a table near the entrance for name-tags & 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 fees must be paid prior to the event.

Open 24/7 at [www.coopersville.com](http://www.coopersville.com)

*“Enhancing the Community by Building Better Businesses”*

**Your Business. Your Community. Your Future. Your Chamber.**