



## TOWN OF ADAMS

### APPLICATION FOR RIBBON CUTTING PROGRAM

#### CONTACT INFORMATION

Business Name		
Name of Contact		
Mailing Address		
Physical Street Address (if different)		
City	State	Zip Code
Business Phone	Cell Phone	
Email Address		
Event Date and Time		
Type of Event	<input type="checkbox"/> Grand Opening <input type="checkbox"/> Grand Re-Opening <input type="checkbox"/> _____ (include number of years) Anniversary	

#### DETAILS OF EVENT

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#### TERMS AND CONDITIONS

The Town of Adams' Responsibilities include:

- Assist with the development of agenda and invitation to speakers
- Invite key business/community groups, including elected officials and local business groups
- Secure scissors, ribbon, and other necessary equipment
- Prepare press announcement and invite media to cover the event
- Use Town of Adams' social media account(s) to provide a post-event recap

Business Owner Responsibilities include:

- Provide information to the Town of Adams about the event and business, at least 2 weeks prior to preferred event date.
- Provide refreshments or other items (if desired, not required).
- Speak at the event.

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Signature

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Date

Return completed form to the Adams Board of Selectmen, Town Hall, 8 Park Street, Adams, MA 01220  
or via email [c/o\\_bhantman@town.adams.ma.us](mailto:c/o_bhantman@town.adams.ma.us)