



[www.riverheights.com](http://www.riverheights.com)

## Request for Services

Return completed form to  
 The River Heights Chamber of Commerce  
 Mail to: 5782 Blackshire Path, IGH, MN 55076  
 Fax it to: 651.451.0846  
 Call the Chamber at: 651.451.2266

Please allow two weeks to process all requests for event services.

<b>PLEASE PRINT CLEARLY OR TYPE</b>		
River Heights Chamber Member: Yes _____ No _____ If No, please call the Chamber office at 651-451-2266		
<b>Company Contact Information</b>		
Contact Name	Date	
Company Name		
Company Address		
City	State	Zip Code
Company Phone	Additional Contact Number	Company Fax
Contact Email		
<b>Event Information</b>		
Type of Event: Grand Opening _____ Ribbon Cutting _____ Anniversary Celebration _____ Other _____		
Date of Event: _____ Time of Entire Event: _____ Time of Ribbon Cutting: _____		
Special information regarding the event? _____		
Directions to the event: _____		
<b>The River Heights Chamber of Commerce staff will provide the following free to our members:</b>		
- Ribbon and scissors		
- Announcement in Weekly Update prior to event (date, time and location in upcoming events section).		
- Event photo with caption in newsletter following event, if space permits.		
Would you like mailing labels for the River Heights Chamber Board of Directors & local elected officials? Yes _____ No _____		
Would you like contact information for your Local Festival Royalty? Yes _____ No _____		

### Additional Services Available -

1. Event's promotional flyer linked from your company's website in an advertisement or description in the Chamber's Weekly Update (emailed to over 650 business representatives) **and** event listed on the River Heights Chamber's website (riverheights.com).  
 (The flyer should be created and provided by the contact requesting this service.) \_\_\_\_\_ **Cost \$100**
  
2. Mailing labels to invite River Heights Chamber members. (Primary Business Rep 310+/All Representatives 650+) \_\_\_\_\_ **Cost \$45/55**
  
3. Coordination of Events: **Level I - \$50.00** \_\_\_\_\_ **Level II - \$100.00** \_\_\_\_\_
 

<b>Level I</b>	Scheduling city officials for ribbon cutting
	Scheduling event in coordination with other organizations
<b>Level II</b>	<b>Level I plus</b> , collecting RSVP and attendance information

*The River Heights Chamber does not provide services related to catering, nor related to providing beverages or alcohol.*  
**All fees for service must be paid prior to the event either by Cash, Check or Credit Card: MasterCard or Visa.**

For Office Use Only: Communications: \_\_\_\_\_ Office: \_\_\_\_\_ Membership: \_\_\_\_\_ Executive: \_\_\_\_\_