



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.

PLEASE PRINT CLEARLY OR TYPE		
River Heights Chamber Member: Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please call the Chamber office at 651-451-2266		
Company Contact Information		
Contact Name	Date	
Company Name		
Company Address		
City	State	Zip Code
Company Phone	Additional Contact Number	Company Fax
Contact Email		
Event Information		
Type of Event: Grand Opening <input type="checkbox"/> Ribbon Cutting <input type="checkbox"/> Anniversary Celebration <input type="checkbox"/> Other <input type="checkbox"/>		
Date of Event: _____ Time of Entire Event: _____ Time of Ribbon Cutting: _____		
Special information regarding the event? _____		
Directions to the event: _____		
The River Heights Chamber of Commerce staff will provide the following free to our members:		
- 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 <input type="checkbox"/> No <input type="checkbox"/>		
Would you like contact information for your Local Festival Royalty? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Additional Services Available -	
1. Event's promotional flyer attached to the Chamber's Weekly Update and emailed to Chamber members and event listed on the River Heights Chamber's Website on the Calendar of Events Page with a link to your event's promotional flyer. <i>(The flyer is created and provided by the Chamber member.)</i>	_____ Cost \$100
2. Mailing labels to invite River Heights Chamber members. (Primary Business Rep/All Representatives)	_____ Cost \$45/55
3. Promotional flyer inserted into the Chamber's Business Perspectives Newsletter prior to event. (600 flyers must be provided to the Chamber)	_____ Cost \$150
4. Coordination of Events: Level I - \$50.00 _____ Level II - \$100.00 _____ Level III - TBD _____	
Level I Scheduling city officials for ribbon cutting	
Level II Scheduling event in coordination with other organizations	
Level III Level I plus , collecting RSVP and attendance information	
Special coordination needed to be determined by Chamber representative and event planner based on services needed.	
<i>The River Heights Chamber does not provide services related to catering, nor related to providing beverages or alcohol.</i>	

For Office Use Only: Communications: _____ Office: _____ Membership: _____ Executive: _____
