



Ribbon Cutting Reservation Form

- Pre-registration with the Rio Grande City EDC for Ribbon Cuttings is recommended with two weeks advance notice.
- Events are scheduled based upon availability during business hours only. (M-F 8:30am-5:00pm)

Tell us what type of event you are planning...

- Renovation Grand Opening Ground Breaking Milestone Anniversary (1st, 5th, 10th...) Relocation

Event Day _____ Event Date _____

Time of Ribbon Cutting (if different from event time) _____

Company Name _____

Contact _____

Phone Number _____

Email _____

Address of Ribbon Cutting _____

Describe your Event (write two or three sentences to describe your celebration, including special promotions/products available to attendees, open house hours, open to the public, for example. **Write as you wish it to appear on the City Events Calendar** if applicable.)

What you need from the RGCEDC...

- Big scissors & ribbon List of vendors Announcement on the City Events Calendar
(event must be open to the public)

Please Mail, Fax, or Email This Form to:

RGCEDC | 5332 E US Hwy 83 Ste. B | Rio Grande City, TX 78582 | Fax 956.317.1580
Email ngarcia@rgcedc.org.

Internal Use Only:

- Date Received: _____ Event reconfirmed _____ Taken by _____
- Added to EDC Calendar Press Release sent with photo
- If requested, vendor list sent Photo of event sent for newsletter, social media
- Added to City Events Calendar