

# Borough of Haddonfield

## Ribbon Cutting & Special Events

### Request Form

Kindly provide the information requested below at least 14 days prior to your planned event to prevent scheduling conflicts and allow for confirmation that at least one (1) Borough official will be present at your event:

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Property Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Media Handles (if applicable): @ \_\_\_\_\_

Tell us about your business! What product or services do you provide? What inspires you professionally?

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**Event Title & Description:** \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location (if different from Business Address above): \_\_\_\_\_

Will your event require a Road Closure? \_\_\_ Y \_\_\_ N If yes, please indicate which road (s) and times of closure: (Restrictions apply)

Do you own the Property where your Business is located? \_\_\_ Y \_\_\_ N

If you are not the Property Owner, please provide the name of your landlord or property management company:

Are you also a Haddonfield Resident? \_\_\_ Y \_\_\_ N If yes, please feel free to share how long you've lived in the Borough and/or other information (ie: *lifelong resident*, or *NEW resident*, reason for moving here, etc.):

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What type of events are you interested in participating in (ie: *holiday shopping, farmers/makers markets, sidewalk sales, restaurant weeks, etc.*)?

What (if any) events have you participated in here in Haddonfield - or elsewhere - that you'd like to see continue or develop into a successful event here?

What service(s) can we provide to better meet your needs (ie: *collaborative/consortium-based purchasing & employment resources, public safety tips, seminars, technical assistance, networking opportunities, etc.*)

Please feel free to add any information you'd like us to have about your business and the events you are planning:

### For Internal Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioners/ Public Officials Contacted. X \_\_\_\_\_ (Initials)

Commissioners/ Public Officials Availability:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
\_\_\_\_\_

Partnership for Haddonfield Availability: \_\_\_\_\_

Ribbon Purchased  Press Release Sent/ Picked Up: \_\_\_\_\_

Other Items Purchased (*Balloons, Giant Scissors, etc.*): \_\_\_\_\_

Social Media Posts Shared: @ \_\_\_\_\_

Borough Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Communications Director: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_