



Grey Highlands Special Event Request Form

Please provide as much advance notice as possible when requesting Municipal representation at your special event; minimum 8 days required.

Once your request is received, Municipal staff will be in touch with you to discuss the quick and easy grand opening or special event process.

What is the nature of your special event?

- Business grand opening
- Milestone business anniversary:
 - *(please specify how many years your business have been in operation)*
- Milestone birthday or wedding anniversary:
 - *(please specify how many years)*
- Other:
 - *(please specify)*

Please provide the details of your event.

Name of business/person(s) celebrating:

Date:

Time:

Location (township, civic address, other descriptors if applicable):

Would you like to invite the Mayor and Council to attend?

Would you like the Mayor (or designate) to bring greetings on behalf of the Municipality?

Have you identified an MC for your event?

- **If yes, please provide their name:**

Are there any members of staff that you would like to invite? If so, please identify.

Please complete if applicable.

Has any construction been done at the site?

Do you currently have your Occupancy Permit?

Please provide your contact information:

Name:

Email:

Phone number:

Additional information/comments:

Please provide a quote for a media release:

The Municipality can assist with:

- Inviting the Mayor and Council
- Inviting the MP and MPP
- Inviting members of the senior management team
- Distribution of a media advisory prior to the event
- Distribution of a media release following the event
- Mention in the Economic Development Newsletter (either before or after the event, depending on notice provided)
- Providing ceremonial ribbon and scissors
- Certificate of congratulations
- Social media post after the event

The business is responsible for all aspects of organizing the event, that may include, but not be limited to:

- Securing the venue
- Refreshments
- Door prizes
- Creating a formal invitation (if applicable)
- Inviting special guests
- Community promotion as desired (social media channels, print ads, website, printed or electronic invitations)

Please be advised that the request for Municipal representation at your event is subject to a review by all departments (including Finance, Building, Planning, Transportation, Environmental Services, and Fire Prevention). If there are any outstanding issues, depending on what they are, they must be resolved before the event.

If you have any questions or require more information,
please email ecdev@greyhighlands.ca
or call 519-986-1216 x 109.

