



Community & Economic Development

Advancing the Economy, Image and Quality of Life

GRAND OPENING CEREMONIES AND ANNIVERSARY CELEBRATIONS

STAFF CONTACT

DCED@hagerstownmd.org or 301-739-8577 ext. 111.

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Grand Opening Ceremonies and Anniversary Celebrations](#)

SUMMARY

The City of Hagerstown offers Grand Opening Ceremonies and Anniversary Celebrations. There is a minimum 3-week turn-around time from the date your request is received. Anniversary Celebrations are for 10-year, or subsequent 5-year anniversary.

Services Provided by the City:

- Grand Opening / Anniversary Celebration Flyer emailed to dignitaries
- Back page ad in the Herald Mail or a Chamber E-cast highlighting the Grand Opening / Anniversary Celebration (underwritten by the Department of Community & Economic Development)
- Advertising for the event on the City of Hagerstown's Facebook page, including a posted photo of the ceremony following the event
- Grand Opening Ribbon (for Grand Openings Only)
- Press Release
- Proclamation from the Mayor welcoming the new business or recognizing the anniversary of an existing business

Services Provided in Partnership with The Hagerstown-Washington County Chamber of Commerce:—For Chamber Members located in the City

- The Chamber provides additional support and services to celebrate grand openings
- Chamber staff member Tim Luipersbeck, (301) 739-2015 ext 104, tim@hagerstown.org, will contact businesses who indicate they are either Chamber members or planning to join

Scheduling:

- After your application is received and processed, City staff will provide available date and time options for the event, based on the Mayor's schedule.
- The available date and time options will be primarily on Tuesdays between 9 am and 2 pm.
- Staff may offer limited, alternative options on a Monday, Wednesday, Thursday or Friday at 4:30 pm only.

General Guidelines:

- Businesses must obtain all necessary permits and certificates required with respect to the business operation and the property.
- Business must be "in good standing" with both the state of Maryland and the City of Hagerstown.

- Outstanding matters, issues and unpaid fees with the City of Hagerstown related to the business and/or property must be resolved before the City can schedule and announce the grand opening or anniversary event.

How to Determine if Located in the City:

Use the City Zoning Map link below to determine if your address is in the boundaries of the City of Hagerstown.

- [City Zoning Map](#)