



GRAND OPENING AND ANNIVERSARY EVENT GUIDELINES

The City of Hagerstown offers Grand Opening Ceremonies and Anniversary Celebrations. There is a minimum 4-week turn-around time from the date your request is received. Anniversary Celebrations are for 10-year, or subsequent 5-year anniversary.

For each Grand Opening the City Provides:

- Grand Opening Flyer emailed to dignitaries
- Boosted Facebook Post on the Department of Community and Economic Development Page or a Chamber E-cast highlighting the Grand Opening (underwritten by the Department of Community & Economic Development)
- Advertising for the grand opening and ribbon cutting on the City of Hagerstown's Facebook page, including a posted photo of the ceremony following the event
- Grand Opening Ribbon and scissors
- Press Release to promote the grand opening/anniversary
- Proclamation from the Mayor welcoming the business to City Center

Business Requirements:

1. Complete the Grand Opening/Anniversary Request Form 4 weeks before your requested date.
2. *Please provide the legal business entity name that is registered with the state of Maryland.*
3. Obtain all necessary permits and certificates required with respect to the business operation and the property; and be listed as a business "in good standing" with the state of Maryland. Any 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/anniversary event.
4. Meet with City representative to discuss Grand Opening/Anniversary.
5. Allow City TV Production and Web Coordinator to photograph business for Promotional Materials
6. Approve Grand Opening Business Flyer at least 1 week prior to the event to allow for distribution.

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.

Please Return the Attached Application To:

Cassie Hershberger, Economic Development Coordinator
Dept. of Community and Economic Development
Elizabeth Hager Center
14 North Potomac Street, Suite 200A
Hagerstown, MD 21740
301-739-8577 ext. 838
Fax: 301-739-3117 or e-mail to: dced@hagerstownmd.org

GRAND OPENING AND ANNIVERSARY EVENT REQUEST FORM

- Grand Opening
- Anniversary ___ 5 year ___ 10 year ___ 15 year ___ Other: _____

Requested Date (minimum of 4-week notice): _____

Is your business located within the corporate limits of the City? (See map on our website)

- Yes (continue to fill out application)
- No (contact Washington County Dept. of Business Development; www.hagerstowncdc.org)

Has your place of business been inspected by the Fire Marshal?

- Yes (continue to fill out application)
- No (please call the Fire Marshal's office at 301-739-8577 x105 to schedule an inspection)

Have you contacted the City's Planning and Code Administration Department to ensure that your place of business has obtained all required permits and final inspections?

- Yes (continue to fill out application)
- No (please call PCAD at 301-739-8577, x. 123)

Are you a member of the Washington County Chamber of Commerce?

- Yes (members receive additional coordination with the Chamber)
- No (if you are interested in becoming a member, call 301-739-2015)

Which of following paid promotion would you like to have? Pick one:

- Boosted Facebook Post on the Community and Economic Development Page
- ECAST through the Chamber of Commerce (Chamber Membership not required)

Legal Business Name (name filed with the State of Maryland): _____

DBA Name (if different from above): _____

Maryland Business Registration #: _____

(L, W, Z, or D, followed by 8 digit number)(More Info: www.dat.maryland.gov)

Name(s) of Business Owner(s): _____

Email(s) of Owner(s): _____

Business Address: _____

Business Phone #: _____

Business Website: _____

Business Social Media: _____

Contact Person (if different from above): _____

Job Title: _____

Contact Phone #: _____

Contact Email: _____

Please share with us information about your business that we may use as part of the press release and promotional materials for your event. Attach additional pages if necessary.

How many part time and full time jobs does your business support?

Description of business, the owners, and the history:

What do you want people to know about your business?

When and why did you open your business in Hagerstown?

If your business is relocating from another site, please tell us how your move expands your business (additional jobs, increased square footage, more people served, etc.):

Please NOTE prior to submitting your request for a grand opening or anniversary:

Check with the City's Code Department for any outstanding permit or other issues. Ask your contractor(s) if the inspection(s) were completed for their work. If you have not hired any contractors, please call 301-739-8577 x123, give your business name and business address, and City Staff will guide you if any action is required.

Call to determine if a Fire Inspection is required. Call 301-739-8577 x105 and ask for the Duty Fire Marshal. Give your business address and the Duty Fire Marshal will determine if an inspection is required for your location.

Please return this application to:

Economic Development Coordinator

dced@hagerstownmd.org

14 N. Potomac St., Suite 200A, Hagerstown, MD 21740