

PLANNING YOUR SPECIAL EVENT

The CEP appreciates that you have included us as part of your business' upcoming celebration. We have compiled the following information to assist you in the planning of your events.

Scheduling

To schedule your event with the CEP, simply complete and submit the **online Event Request Form on the CEP's website:** <http://OcalaCEP.com/misc/app-event>. Our team will verify the date/time and contact you to confirm the details. Scheduling **MUST** be confirmed and approved by the CEP to ensure availability of the event materials and CEP representatives.

PLEASE NOTE—Saturday and Sunday events are generally NOT eligible for CEP Ambassador or Staff participation, though we will post your weekend event to the CEP's events calendar.

Criteria For CEP Participation

The Ocala/Marion County Chamber & Economic Partnership would be honored to help your business celebrate with a ceremony if the company has:

- Recently partnered with the CEP
- Changed ownership or is under new management
- Moved to a new location due to expansion or remodeled or expanded an existing location
- Added a new service or product
- Celebrating a milestone anniversary (10 years, 25 years etc.)

The CEP's Role Is To

- Verify the event information provided in the online Event Request Form
- Provide the 'big scissors' and ribbon, or groundbreaking shovels for the event
- Ensure the CEP president or designated team member is prepared to speak, if requested
- Communicate event and encourage the attendance of CEP ambassadors, staff, and partners
- Publish the event on the CEP's Upcoming Events calendar on www.OcalaCEP.com
- Publish a picture of the event on the CEP's Facebook page: www.facebook.com/OcalaCEP

The Partner's Role Is To

- Complete the online Event Request Form
- Review event details with the CEP and receive a calendar invite confirmation from CEP
- Provide a brief bio of the business and its owners to assist the presenters with their welcoming speeches, and to supply content for the CEP's website
- Plan and execute the event

Event Support

For information on fellow CEP partners who may be able to assist in the planning and execution of your event, contact the CEP. Some categories that you may want to inquire about are:

- Audio/Visual
- Catering
- Photographers
- Awards & Gifts
- Florists
- Printing

Invitees

Contact the CEP for lists of local dignitaries (Local & state elected and appointed officials) and CEP media partners whom you may wish to invite.