

## GRAND OPENING AND ANNIVERSARY EVENT GUIDELINES

The City of Hagerstown offers Grand Opening Ceremonies and Anniversary Celebrations. There is a recommended 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 Planning and Economic Development page highlighting the Grand Opening (underwritten by the Department of Planning & Economic Development)
- Advertising for the grand opening and ribbon cutting on the City of Hagerstown's Facebook page, including a posted photos of the ceremony following the event
- Grand Opening ribbon and scissors
- Digital Press Release to promote the grand opening/anniversary
- Special Recognition from the Mayor acknowledging the business in the City of Hagerstown

### ***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 representative to photograph business for promotional materials
6. Approve Grand Opening/ Anniversary promotional materials 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 week days from 9am-2pm.
- Staff may offer limited, alternative options if scheduling conflicts are present.

### ***Please Return the Attached Application To:***

**Emily Conrad, Economic Development Coordinator**  
**Dept. of Planning and Economic Development**

**32 North Potomac Street, Suite 200**

**Hagerstown, MD 21740**

**301-739-8577 ext. 838**

**Fax: 301-739-3117 or e-mail to:**

**[dped@hagerstownmd.org](mailto:dped@hagerstownmd.org)**

## GRAND OPENING AND ANNIVERSARY EVENT REQUEST FORM

- Grand Opening
- Anniversary -  5 year  10 year  15 year  Other: \_\_\_\_\_

**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 & Economic Development; [www.hagerstownedc.org](http://www.hagerstownedc.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 301-791-2664 to schedule an inspection)

**Have you contacted the City's Department of Engineering & Permits 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. To request an inspection, go to: [www.hagerstowncode.org](http://www.hagerstowncode.org) )

**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 Planning and Economic Development Page
- ECAST through the Chamber of Commerce (Chamber Membership is 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](http://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 Department of Engineering & Permits 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 301-791-2664 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

[dped@hagerstownmd.org](mailto:dped@hagerstownmd.org)

32 N. Potomac St., Suite 200, Hagerstown, MD 21740