



# WICHITA **INDEPENDENT BUSINESS** ASSOCIATION

200 E. FIRST STREET, STE 101 | WICHITA, KS 67202 | 316-201-3264 | WIBA.ORG

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## WIBA Member Celebrations

Please return this completed form to the WIBA office, located at 200 E. 1<sup>st</sup> Street, STE 101, Wichita, KS or email it to Tristan Carter at [tristan@wiba.org](mailto:tristan@wiba.org) **at least two weeks prior** to your event date. WIBA looks forward to celebrating with you!

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number (office): \_\_\_\_\_

Contact Phone Number (cell): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Exact Time of Ribbon Cutting or Ground Breaking: \_\_\_\_\_

Are you requiring RSVPs for your event? \_\_\_\_\_

If so, please provide a website or email address: \_\_\_\_\_

Location and Address of Event: \_\_\_\_\_

Any specific directions or parking instructions? \_\_\_\_\_

Type of Event: \_\_\_\_\_

Please provide details on why you are having an event (Grand Opening, New Location, Anniversary Celebration, Rebranding, etc.): \_\_\_\_\_

Would you like to use WIBA's scissors and ribbon? \_\_\_\_\_

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Please list any specific talking points the WIBA representative should include in their speaking time (usually 2-3 minutes.) \_\_\_\_\_

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Please list any additional speakers, including their name, title, length of speaking time, and nature of comments. \_\_\_\_\_

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Will your event include tours of your facility? \_\_\_\_\_

Are you planning to have food and beverages at your event? \_\_\_\_\_

If so, please specify: \_\_\_\_\_

Will you be offering any coupons, door prizes, or promotions at your event? \_\_\_\_\_

If so, please specify: \_\_\_\_\_

Would you like your event promoted on WIBA social media platforms? \_\_\_\_\_

Company Facebook address? (Please provide link.) \_\_\_\_\_

Company Twitter handle? (Please provide link.) \_\_\_\_\_

Company Instagram? (Please provide link.) \_\_\_\_\_

Do you have Wi-Fi available for WIBA marketing use during the event? \_\_\_\_\_

Other information we should know? \_\_\_\_\_

\_\_\_\_\_