



## Guidelines for Ribbon Cutting Ceremonies

A ribbon cutting ceremony is a celebration of the opening of a new, renovated or relocated business. The purpose of a ribbon cutting is to introduce and familiarize your business to the chamber members and the general public. In addition to the chamber, business owners are encouraged to invite business partners, customers, friends and family to attend the ceremony. The chamber will invite city officials to attend but cannot guarantee their presence.

Ribbon cuttings are provided for *new* Chamber members under the following circumstances without exception:

- New Business Opening – must be within 6 months
- New location (or relocated)
- Milestone Anniversary (5 years or more)
- Business Remodeling (major renovations)
- Business Tax License and Permits are current

The Chamber charges a fee of \$125.00 to conduct a ribbon cutting ceremony. However, if the chamber member elects to pay for a two year membership, the ribbon cutting fee will be waived. It is imperative that you have a business tax license for your company prior to the ribbon cutting. If you need assistance please contact Call Business Tax Office at 954-344-5964 or go to <http://www.coral springs.org/government/other-departments-and-services/business-tax-office/commercial-rental-space-business>

Ribbon cuttings are scheduled Tuesdays through Thursdays at 12 noon (exceptions are to be approved). Events are scheduled based upon availability.

The Chamber will market and promote the ribbon cutting ceremony in the following ways: placement on chamber website calendar, one listing on the weekly “What’s Happening” e-blast, and one dedicated e-blast the day of the ceremony. The Chamber will publish the photo on the chamber website, Facebook page and other social media (over \$200 value).

The Chamber will provide ribbon and giant scissors and will take a photo of the ribbon cutting and submit it to local papers and magazines. Publication is entirely at their discretion.

Business owners should provide food and beverages for attendees as the ribbon cutting is a celebratory event. The chamber members RSVP directly to the business owner in order to provide an estimate of the quantity to be provided. The chamber can provide a list of members who cater and are familiar with ribbon cutting ceremonies.

The Chamber will send the President, Chairman of the Board, or a member of the Board of Directors to conduct the ceremony depending upon availability. The business owner is also encouraged to say a few remarks to those gathered if he or she so chooses.

The Chamber will contact Coral Springs City Hall and inform the Mayor, Vice Mayor and the City Commissioners of your scheduled ribbon cutting. Their attendance is not guaranteed and is subject to their availability.

This agreement between The Coral Springs Coconut Creek Regional Chamber of Commerce and \_\_\_\_\_ is for the purpose of a ribbon cutting.

Date:

Time:

Address:

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

Company:

\_\_\_\_\_  
Cindy Brief  
President/CEO  
CSCCR Chamber