



Clinton Chamber of Commerce

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Ribbon Cutting Guidelines

Eligibility

A Chamber member is eligible to host a ribbon cutting ceremony in good standing with the Chamber (membership must be current and paid to date). In addition, one of the following must apply:

- Your organization is a new member in its first year of membership. Please note if you are a new member billed by monthly payment plans, you must wait a full year after joining to become eligible.
- Your established organization holds an existing membership and wishes to highlight major change: new ownership, re-branding, product launches, expansions, etc.

All members are limited to a maximum of one ribbon cutting ceremony per calendar year regardless of reason.

Chamber Responsibilities

The Clinton Chamber seeks to present your ceremony with excellence and drive! What we present includes advertising, potential networking, and event preparation. We intend to take care of...

- Promotion of the ceremony via social media, eNewsletter, the Chamber website and calendar, as well as other communication outlets as available
- Invitation to city mayor and Chamber Leadership to attend your ceremony
- Creation of the ribbon cutting program and agenda
- Photography for promotional use on social media
- Provision of ceremony ribbon, bow and scissors
- Submission of ceremony article to local news (*article inclusion decision and timeline dependent on news outlet)

Member Responsibilities

Ultimately, though, this is your day! We need your help in providing...

- Updated logos, publicity blurbs, marketing materials, etc. to be included in pre-ceremony promotions
- Podium, sound system or other equipment (only if desired) for the ceremony

- Names/titles of additional people to be include in the ceremony program/agenda
 - Additionally, please inform the Chamber if you do not wish to have a prayer during the ceremony OR if you have a specified individual set to pray.
- Collaboration with other business owners, city officials, and Chamber leaders in the event
- Brief comments during the ceremony
 - Think through what you wish to highlight! Consider introducing key staff and/or guests, explaining your business's products/services, and/or offering a brief summary of your business's beginnings! Why did you choose to join the Chamber? Why did you choose Clinton? This is your chance within the ceremony to present your organization briefly but authentically!

Optional responsibilities include...

- Refreshments for ceremony attendees
- Door prizes or giveaways
- Special discounts or limited promotions for attendees or the public in conjunction with the ceremony date

PROMOTIONAL NOTE: *Members must obtain the Chamber's approval before releasing any material in which the Chamber logo is displayed. The Chamber must agree upon all advertising, promotion, and use of the Chamber marks ensuring it is in good taste and in such manner as will maintain and enhance the value and reputation of the Clinton Chamber Members agree to adjust any use of the Chamber marks or proposed use to which the Chamber may have reasonable objection, and all marks used in association with ribbon cutting advertising and promotional materials are subject to Chamber board review.*