

Ribbon Cutting Itinerary & Tips

- Plan for guests to arrive 10-15 minutes early
- Chamber Staff will arrive with Proud Member sign, scissors, ribbon, our banner
- We will go live on Facebook with the owner or rep to do a tour of your facility
- As people arrive, we will ask them to sign your Proud Member sign. This is a token for you to keep.

At the scheduled time of your Ribbon Cutting:

1. Chamber Staff will welcome everyone and introduce you.
2. You (or designated person) will talk for just a couple of minutes about what you do and anything else you want to say. (Invite guests to stay for a tour, refreshments, etc.)
3. Then Chamber Staff will ask everyone to get lined up, take photos, and cut the ribbon.

Tips for success:

- Create an Event on Facebook for the Ribbon Cutting. **Invite us to co-host!** (If you are also having a Grand Opening/Open House at the same time, just be sure that the event states the time of the Ribbon Cutting.)
- If you have a Chamber Clip credit or would like to purchase one to announce your Ribbon Cutting/officially invite all members, please schedule that with our staff.
- Plan ahead where the photo will be taken. Is there adequate room in front of the building/sign for a medium-size crowd? Do you need to block off parking spaces directly in front in order for the picture to be taken? If your sign is not visible for the picture, do you have a banner, sandwich board, or some other smaller sign to display your business name in the picture?
- Refreshments/beverages are NOT required. That is simply up to you to offer if you wish.
- Pick out a flat surface (approximately 3 feet wide) for the placement of the Proud Member sign so that guests can easily autograph.
- Invite your staff, family, friends, & customers to attend! We know this may be difficult for some during business hours but it doesn't hurt to ask. The more the merrier!
- Keep in mind that most Chamber members are restrained on time out of the office, therefore we try to keep our Ribbon Cutting ceremonies to under 30 minutes. If you offer tours, refreshments, mingling-that's great! But we cannot guarantee that business members will be able to stay.
- The Chamber does not have a professional camera at this time. We will take the pictures with a smartphone. If you wish to have a high-quality picture for printing, please plan to provide the camera and/or have someone designated to take the pictures.