



We are delighted to perform a Ribbon Cutting for new members or for current members who have remodeled or moved to a new location. A Ribbon Cutting is a great way to introduce yourself to the community, attract potential customers to your place of business, and get acquainted with fellow Chamber members.

We'll notify the Chamber membership (which includes Ambassadors and Board of Directors), post event details on our online calendar, and send weekly electronic reminders. We also provide the giant ceremonial scissors and red ribbon and snap the photo which is emailed to local media and uploaded to the Chamber website and social media sites. Please note we do not have a professional grade camera. You are welcome to provide one.

Helpful hints to make your event a success:

- Refreshments are sometimes served - do whatever fits your budget
- Be sure to invite your staff, family members, customers, and vendors
- Be prepared to give a 2 minute welcome/intro speech
- If your business is on Facebook, please create an event and invite us to "co-host" it
- Attend another ribbon cutting in advance so you know what to expect
- If photo is to be taken outdoors with your signage, please avoid parking vehicles directly in front of your sign or have a smaller sign visible (sandwich board, sign on door, banner)

Please note that we *prefer* to schedule Ribbon Cuttings two weeks in advance, Monday – Friday at 11:30am. If you would like to schedule an alternate time, we'll do our best to work within our parameters. A maximum of two ribbon cuttings will be performed per week. Please check our online calendar for events already scheduled in order to avoid scheduling conflicts. If you would like to plan an after-hours event, please note the latest we will perform a Ribbon Cutting is 4:00pm in order to keep within the parameter of office hours.

Complete this form and return by email to [michelle@michamber.org](mailto:michelle@michamber.org) and we will check our event calendar and notify you within 24 hours which date and time has been approved for your event.

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

Email Address: \_\_\_\_\_

Ribbon Cutting Address: \_\_\_\_\_

Preferred Date(s) of Ribbon Cutting: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**OFFICE USE ONLY: APPROVED BY \_\_\_\_\_ DATE APPROVED \_\_\_\_\_**  
**MEMBER NOTIFIED \_\_\_\_\_**