

The Huntsville Walker County Chamber of Commerce is committed to promoting our members. Ribbon Cutting ceremonies provide the perfect opportunity to introduce your business to the community. We are excited for your success and appreciate the opportunity to help you mark this momentous occasion]

Opportunities for Chamber Members to have an event include: start-up business, renovated at the present location, moved to a new location or a change in ownership

What to expect at your ribbon cutting:

- Chamber staff will arrive 10-15 minutes before Ribbon Cutting begins with specialty scissors, camera and ribbon for the ceremony.

-Traditional agenda takes about 15 minutes. Example: Guests arrive, chamber representative welcomes your business to the Chamber/community, recognition of elected officials, remarks from business owner/representative, ribbon cutting takes place with photo op. invite guests for tour of facility.

The Chamber will:

-Announce the event in the Chamber E-newsletter the month of event.

- Invite the Chamber Board of Directors, Ambassadors, Members, Press and Local City and Government Officials.

-Provide ribbon and official large ribbon cutting scissors.

-Take pictures at event.

-After the event, the Chamber will publish a photo documenting your ribbon cutting on Chamber Facebook page and spotlight in the Chamber monthly newsletter.

-The Chamber of Commerce will be happy to use its building as a background, if the business does not have storefront

Host Checklist:

- Complete and return the Chamber's Ribbon Cutting Request Form on the next page.

-Receive Email Ribbon Cutting Confirmation date and time from Chamber staff.

-Send business logo (jpeg format) to Chamber along with 8-10 sentences about the business.

-Decide who will cut the ribbon.

-Prepare your remarks for the ceremony.

-Invite friends, family, customers, business leaders and media to be a part of the occasion.

Consider the additional ideas below to enhance your event.

1. Provide hors d'oeuvres, refreshments, and entertainment. Make it a networking event!

2. Have a drawing and collect business cards so you can follow-up with attendees!

3. Advertise on your Social Media sites!

4. Be creative and have fun.

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Business Phone: _____ Contact Cell: _____

Email Address: _____

Website: _____

Check all that apply: Ribbon Cutting_ New Business_ Ground Breaking_ Open House_ Relocation_
Expansion _Re-Grand Opening_ Renovation_ Anniversary (What year?)

Ribbon Cuttings take place on Tuesdays at 9am or 4pm or Thursdays at 11:30am and must be confirmed at least three weeks before the event to allow for scheduling and proper promotional opportunities.

1st Choice. _____ 2nd Choice. _____ 3rd Choice. _____

We'd like to promote any additional things you may be doing for your event. What type food? (Ex: subs, pizza, hors d'oeuvres) _____

List Door prizes, coupons, discounts, etc. _____

I agree with the responsibilities of the Chamber of Commerce and of my business as outlined above and will abide by them. I understand that the Chamber of Commerce does not guarantee the attendance of any invited members or local city & government officials.

Signature of Company Representative _____ Date _____

For best advertising results - submit the completed Ribbon Cutting Request Form one month prior to your event.
Questions? Contact 936-295-8113

Office Use Only

- ____ Calendar Invite Sent
- ____ Facebook Event Created
- ____ Facebook Post Created
- ____ Website Event Created
- ____ News Release Sent