



## **Ribbon Cutting Guidelines**

The following guidelines will assist you in the planning a successful ribbon cutting or grand opening events. We provide these services as an exclusive Chamber member benefit. We are excited for your business' expansion, relocation, grand opening, major anniversary, ground breaking and/or renovation!

### **Set a date**

When you have a date in mind, check with the Chamber's calendar to make sure there are no conflicting events that may detract from your ribbon cutting, such as other Chamber activities, festivals or holidays. Once you set a date, call or email the Chamber, so your event may be put on the Chamber calendar.

### **Send invitations**

We recommend that the invitation be put in writing. The Chamber will provide you with a suggesting VIP list, which includes the media, elected officials, and Chamber leadership. We will invite the Chamber's Ambassadors and Chamber Development committee, along with the Chamber Board of Directors.

### **The props**

The Chamber will provide the ribbon and large ceremonial scissors, and yes, they do actually cut the ribbon!

### **The ceremony**

Anything goes here! Some people prefer just cutting the ribbon for the photo op. Others say a few words about their company, thanking people that have made the accomplishment possible, and what led them to open up the business. Some have a program, where several people speak and dignitaries are recognized. We do recommend that because our volunteers and attendees leave work to attend your ceremony, that the event program to be brief.

### **Have a camera**

A Chamber staff member will be bringing a camera and photograph your ribbon cutting. We encourage you to have a backup camera. The Chamber will keep the photos and publish them in the FOCUS newsletter, posted on the Chamber's website, and is posted on social media.

### **The media**

If you would like the media to attend your event, you are responsible for contacting them directly. An invitation in writing in the form of a news release is recommended.

### **After the ribbon cutting**

It's your event! Make it as grand or as simple as you like. It can be as simple as coffee and donuts in the morning, cake and soft drinks in the afternoon, or as elaborate as a catered event with food and music in the evening. One last suggestion is to have an open house and encourage everyone to tour the facility if appropriate.

**Congratulations and best of luck!!**

# Ribbon Cutting Sign-Up Form

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Requested Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Ribbon Cutting: \_\_\_\_\_

My event is a (please check one):

- Grand Opening with ribbon cutting
- Ribbon Cutting only
- Ground Breaking

Please check one below:

- Please announce my event in the e-newsletter and in the events calendar.
- Please keep my event private. We do not want a large crowd.

Please check below (Optional):

- I will need a microphone and sound system for my event.
- If so, please put a check if you have an outdoor plugin.

**Please write a description of the event. This will be used to promote your event:**

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**Fax, email, or mail this form to the Chamber office:**

**Houma-Terrebonne Chamber of Commerce**

**6133 Hwy. 311**

**Houma, LA 70360**

**or**

**985-876-5611 • [info@houmachamber.com](mailto:info@houmachamber.com)**

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## For Chamber Use Only

- Added to internal calendar
- Ambassadors invited
- Added to web calendar
- Announcement in e-Focus (if necessary)
- Published in Focus