

# Ribbon Cutting Guidelines

The following guidelines will assist you in planning a successful ribbon cutting or grand opening event. We provide these services as an exclusive Chamber member benefit.

## Set a Date

Once you choose a date, contact the Chamber to check any potential conflicts. If the date is clear, the event will be put on the Chamber calendar. There is a fee of \$100 for profits or \$50 for non-profits for events scheduled on weekends (Saturday and Sunday) and after 5:30 pm Mondays thru Fridays.

## The Props

The Chamber will provide the ribbon and large ceremonial scissors to actually cut the ribbon!

## The Ceremony

Whether you want this to serve as a photo op, or take advantage and address the crowd gathered, the flow is up to you! We do ask whatever you choose is brief as some volunteers and attendees leave work to attend the ceremony.

## Have a Camera

A Chamber staff member will photograph the ribbon cutting, but we encourage you to have a back up camera for any additional pictures you would like to have. The Chamber will post ribbon cutting photos in the FOCUS newsletter, Chamber website, and social media.

## The Media

If you would like the media to attend your event, you are responsible for contacting them directly.

## After the Ceremony

It's your event! Make it as grand or simple as you like. One last suggestion is to have an open house and encourage everyone to tour your facility if appropriate.

# Congratulations!



# Ribbon Cutting Guidelines

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

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

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

Event Location: \_\_\_\_\_

## My Event Is (Please Check One)

- Grand Opening with Ribbon Cutting
- Ribbon Cutting Only
- Ground Breaking

## Event Publicity (Please Check One)

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

## Invitation/ Announcement Design (Please Check One)

- Yes, please design an invitation to be used in publicity (i.e. newsletter & social media)
- No, I won't be promoting my event
- No, I will provide my own promotional design and email it to [info@houmachamber.com](mailto:info@houmachamber.com)

Please write a description of the event. This will be used in promotion.

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**Please email this completed form to  
[info@houmachamber.com](mailto:info@houmachamber.com) or drop it off at  
the Chamber office!**

