

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.

-Promote the event on the Chamber digital marquee.

-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 actually 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 and Fridays 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 \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> 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