



CARTERSVILLE-BARTOW CHAMBER

RIBBON CUTTING GUIDELINES

The following guidelines will assist you in planning a successful ribbon cutting. The Cartersville-Bartow County Chamber of Commerce provides this as a complimentary service to our new members within one year of joining the Chamber.

In addition to new membership, other occasions that could constitute a ribbon cutting include: substantial remodel/renovation of facilities or change in ownership including a name change (held in conjunction with the business' customer appreciation event, grand reopening, etc.). Ribbon cuttings are limited to one every two years for a single business.

Setting the Date

Ribbon cuttings should be scheduled at least **14 days** in advance. Complete the Ribbon Cutting Request Form by providing three date and time preferences for your ribbon cutting. Once your request is received, the Chamber will coordinate your date selection to ensure that there are no conflicts with the Chamber calendar, which may detract from your ribbon cutting.

Time

Ribbon cuttings can be scheduled on **Tuesdays or Thursdays at 11:30 AM.**

Invitations

Although not necessary, attendance at your event may be more successful if you send out an invitation to your contacts/customers/clients. Facebook invites from your 'page' are very helpful in drawing a larger attendance as well. The Chamber will send out a notice to all of our Ambassadors and Chamber members inviting them to your event as well as advertise your event in our weekly e-Newsletter, our local radio station, and on all social media platforms.

Ribbon & Scissors

The Chamber will provide your organization with ribbon and large ceremonial scissors for the ribbon cutting, take a photo of the special event and submit a press release to the local newspaper.

The Ceremony

A typical ribbon cutting is approximately **one hour**. Out of respect for your guests, it is important to start your ribbon cutting on time.

The following is a typical ceremony timeline:

11:30 – 11:40 AM	Welcome from the Chamber & introduction of attendees
11:40 – 11:45 AM	Recognition of Special Guests, Board Members, & Ambassadors
11:45 – 11:55 AM	Business Owner Introduction/Comments
11:55 – 12:00 PM	Ribbon Cutting / Pictures
12:00 – 12:30 PM	Refreshments, Tours, Demonstrations, Mingling/Networking, etc

Food

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 catering with food and music.



CARTERSVILLE-BARTOW CHAMBER

RIBBON CUTTING REQUEST FORM

Organization Name			
Contact Person			
Physical Address			
City	State	Zip	
Mobile #	Work #		
Email Address			
Web Address			
Date Requested: 1 st Preference		Time	11:30 AM
Date Requested: 2 nd Preference		Time	11:30 AM
Date Requested: 3 rd Preference		Time	11:30 AM

Address of Ribbon Cutting Location: <i>(The Chamber building is available to use for Ribbon Cuttings.)</i>	
Please List Any Ribbon Cutting Special Announcements: <i>(i.e. door prize, sales, promotions)</i>	

IMPORTANT: ONCE YOUR RIBBON CUTTING HAS BEEN APPROVED AND THE NOTICE HAS BEEN EMAILED AND/OR SCHEDULED ON OUR WEBSITE CALENDAR AND NEWSLETTER, WE WILL NOT RESCHEDULE THE EVENT. ONLY CANCELLATIONS WILL BE ACCEPTED.

Member Signature		Date	
------------------	--	------	--

Please return the signed form to: **Cartersville-Bartow County Chamber of Commerce**
122 West Main Street, Cartersville, GA 30120

Or send via email to: kim@cartersvillechamber.com

After this form is received, you will be contacted by the Chamber to discuss the details of your event. When your ribbon cutting is approved, you will receive a copy of this form for your records.

To Be Completed by Chamber Staff:			
Approved Ribbon Cutting Date		Time	11:30 AM
Chamber Staff Signature		Date	