



## **RHBC Chamber Ribbon Cutting/Ground Breaking Information**

Ribbon Cuttings and similar type events are planned, organized and carried-out by the opening business. However, the Chamber is pleased to offer support by providing media lists, current elected officials link and loaning our ceremonial scissors and ribbon. We also provide publicity for the event to Chamber members and Ambassadors.

Please email the Chamber the date of your event and we will reserve the scissors and ribbon for you. **For the publicity – please email us a short bit of information on the event – who, what, when (date & time) and where. We will use this info on our weekly e-newsletter and our ambassador’s email invite. We need this a minimum of two weeks prior to the event date, but prefer it four weeks in advance.**

Chamber staff makes every effort to attend ribbon cuttings. However, it is your responsibility to pick-up and to return the official ribbon cutting scissors if staff is unable to attend your event. They may be picked-up the day before the event and need to be returned on the next business day.

The Chamber will help to publicize the upcoming event and we will also publicize the ribbon cutting photo once on our weekly e-news within a month after the event. Please provide a photo to the Chamber if we are unavailable to take a photo ourselves.

The link to the elected officials guide is:

[http://www.rhbcchamber.org/fileadmin/files/PDFs/Govt\\_Affairs/2013/2013\\_Elected\\_Officals\\_Guide.pdf](http://www.rhbcchamber.org/fileadmin/files/PDFs/Govt_Affairs/2013/2013_Elected_Officals_Guide.pdf)

### **Our Contact Info:**

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Please don't hesitate to contact me with questions.

Sincerely,

**Brianne M. Yontz**  
**Executive Director**

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