

It is our great pleasure to assist you with your upcoming Ribbon Cutting Celebration. This is a fantastic opportunity to promote your business and all that it has to offer. Whether you are a new business or a long established business, it is always beneficial to remind the local community of the services you offer and anything new that they may not be familiar with.

Scheduling Your Event

- Contact Tracey Snyder for a pre event conference
- Select your date & time
- Create an invitation that can be shared with Chamber Members & Officials
- Prepare a Press Release (Optional) Please send your press release directly to the newspapers that you choose & email a copy to beth@carolinechamber.org for Chamber Publications.

Helpful Tips for a Successful Event

- Serve light refreshments for you guests
- For Dining establishments, this is a great opportunity to give guests a taste of what you have to offer on a daily basis & to showcase things that are unique to your establishment
- Have a list of upcoming specials and/ or a coupon for a small discount for their 1st visit/next visit as an incentive for them to return as a customer.
- Create an event on your Facebook page for the Chamber and others to share promoting your event
- Do a business card drawing for a door prize to collect names of potential customers that have attended your event.

****Ribbon & Scissors will be provided by the Chamber****

The Chamber will be promoting your ribbon cutting celebration through our newsletter, E-blasts, events calendar and on social media. It is our goal to provide you, our valued members with as many tools as possible to help you grow your business. Please call 410-479-4638 with questions.



Caroline County Chamber of Commerce

9194 Legion Road, Suite 1
Denton, MD 21629
410-479-4638

www.carolinechamber.org

RIBBON CUTTING SCHEDULING FORM

Business Name _____

Address _____

Contact _____

Phone # _____ Cell # _____

Email _____

Brief Description of Business _____

Ribbon Cutting Info
(check one)

New Business

Anniversary _____ Years

Significant change with our Business

Date _____

Welcome Time _____

Ribbon Cutting Time _____

Location (if different from physical address) _____

Will this be a joint Ribbon Cutting? Y / N *If yes, please list other participating Chambers & contact information.* _____

If you have a Press Release or a Flyer for the Event, (PDF or JPEG) to be sent to the Chamber Members, please send it to Beth Hobson - beth@carolinechamber.org

If you need a Press Release or Flyer created for you, please contact Tracey or Beth at the Chamber Office. 410-479-4638 or info@carolinechamber.org

** Two weeks notice is desired for scheduling ribbon cutting celebrations