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OVERVIEW

If you're getting ready to open the doors for business, celebrate an expansion, or special anniversary, your Chamber can help!

We'll come prepared with the GIANT Scissors, Chamber ribbon and camera, and our Contact Club Volunteers.

You may use the checklist below to plan your ceremony. Please keep in mind that every business is different, so not all details will be applicable. There are no rules, so apply your imagination and mold your event to fit your unique business.

CHECKLIST

- Set your date: _____

Select a date several weeks in advance, allowing those invited to prepare their schedule to be present.

Contact our Membership Services Administrator, Heather McDaniel, right away at (903)596-0106 to coordinate date and consult calendar of events.

- Publicize:

- Design an invitation, flyer, or other appropriate materials
- Designate a contact for RSVPs: _____
- Deadline to print: _____
- Date to mail/email/fax invitations: _____
- Date to call or send reminders: _____

- Master of Ceremonies: _____

- Guest speakers:

Activities Planned:

Your ribbon cutting may be the first time people enter your business, so make it fun and festive. Door prizes, giveaways, discounts on products or services can add incentive for attendees to become customers. Having refreshments and a DJ, if possible, will liven up the atmosphere. Have staff available for tours and demonstrations and to answer any questions from guests.

Plan the details of your ceremony and design the program

- Email the program to those involved

Media

- Prepare press release
- Date to contact local media: _____

Materials Needed for day of event

Select and contact event staff

- Caterer: _____
- Other: _____

Designate coordinators for tasks

- Set Up: _____
- Giveaways/Door Prizes: _____
- Parking Assistants: _____
- Photographer: _____
- Greeters/Ushers: _____
- Tour Guides: _____
- Thank Departing Guests: _____
- Take Down/Clean UP: _____



Once the ribbon cutting is completed, the Chamber will post the photo on the Chamber website, Facebook page, as well as email a copy to you for your use!