



Ribbon Cutting Ceremony

Why Should I Host a Ribbon Cutting?

Example: Opened a New Business - Bought an Existing Business - Remodeled Business Location

Who may request a Ribbon Cutting? How is it requested and scheduled?

- Members may request ribbon cuttings (one per location).
- Ribbon Cutting Request Form must be submitted to the Chamber (info@beavercreekchamber.org or faxed to 937-426-2204) at least three (3) weeks prior to the date of your ribbon cutting. This allows for maximum exposure.
- **You will be notified after receipt of the form to confirm your event.**

Host Responsibilities:

- Host is responsible for all costs incurred such as food, beverages, outside advertising, etc. Refreshments are not required but recommended.
- Door prizes are a great way to further promote your business and capture return business but are not a requirement.
- Be creative and most of all, have fun! This is your event and your opportunity to let the community know all about your business.
 - Tips:
 - Attendance of chamber members varies, but typically is 5-20. The true value is the free publicity received in the form of announcements at chamber events, notice in our eNewsletter, eBlasts and Facebook posts. If someone did not attend, they still know about your business.
 - We recommend the event occur late afternoon Monday through Friday. Should you desire a weekend, our staff is not available but can provide you with your ribbon and scissors for the event.
 - This is not an event for chamber members only, but everyone. We encourage hosts to invite customers, friends, family, colleagues and media.

Chamber Responsibilities:

- A Chamber representative (staff, volunteer or board member) will arrive at least 15min before the actual Ribbon Cutting Ceremony and will bring our scissors and ribbon. The representative will welcome the group, orchestrate the ribbon cutting, then have the host say a few words.
- Your ribbon-cutting info and company name will be featured in the Chamber's monthly eNewsletter, on social media as well as listed on the Chamber's website calendar.
- The Chamber will notify our Chamber staff, Chamber Board members and volunteers, as well as the general membership & community of your upcoming ribbon cutting.

Ribbon Cutting Request Form

Today's Submission Date: _____ Date of Event: _____

Event Start and End Time*: _____ Ribbon Cutting Time: _____

Reason for Cutting: New Business Relocation Remodeled
 New Ownership Other _____

Company Name: _____

Location of Ribbon Cutting: _____

Contact Person: _____ Phone: _____

Email: _____ Website: www. _____

Description/Type of Company/Business (one sentence):

Will you be taking photographs? Yes No Photographer: _____

Your ribbon cutting announcement will be published on our website at www.beavercreekchamber.org, in our eNewsletter and social media platforms. If you would NOT like for this information to be published, please check here.

ENJOY THE BENEFITS OF MEMBERSHIP

Event promotion is one of the many value-added services to members of the Beaver Creek Chamber of Commerce. Please contact us with any questions.

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You will be notified to confirm your event date and time