



Last Revised 09/05/2018

Ribbon Cuttings

Ribbon cuttings are a great way to gain exposure for your business. To qualify for a ribbon cutting, the business must be a new member of the chamber, or a returning member after more than five years. Existing members qualify if they are in a new location, have had a major remodel, or are celebrating a milestone business anniversary. The Chamber reserves rights to make final decision on qualification.

Planning Your Event

Click [HERE](#) to complete the ribbon cutting request form. You must enter 2-3 date and time options. We need a minimum of 2 weeks to properly promote your event. Once the form is submitted, we will contact you to confirm a date. The event must take place Monday-Thursday during regular business hours and typically takes 30-40 minutes. The event must take place within 6 months of your join date or celebration. If your business is home based, the event can take place at a Chamber member location, contact us if you need ideas.

Who Does What?

Business or Organization:

- Invite customers, family, friends and employees. A good idea is to create a Facebook event page that we can share as well if you would like a larger attendance
- Provide light snacks and drinks (optional)
- Prepare a brief information presentation to educate the group about your business
- If you do not have a banner, contact Melody at 651-735-2255. [Minuteman Press](#) will provide a 2' tall x 3' wide banner to you at no cost.
- If you are a brand new business in the community, [Walmart](#) will provide a complimentary cake for your event! Contact Amber at 651-439-7476 to order your cake with at least 3 days-notice.

The Chamber:

- Promote on our event calendar and in ChamberNews
- Invite members, Ambassadors, and City Officials
- Bring banner, ribbon and scissors
- Take photos at event
- Write a press release about your business which we send to local media and share on social media
- Click [HERE](#) to see press releases from previous ribbon cuttings
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- A special thank to you [Rose Floral](#) for the ribbons we use at ribbon cuttings, [Minuteman Press](#) for the banners, [Walmart](#) for cakes for new members, and our photographers Kristina Marshall at [Kristina Lynn Photography & Design](#), Jane Dierberger from [Artistic Product Photography](#) and Travis Monroe at [Monroe Film and Photo](#).