

Business Celebration Guidelines

The following guidelines will assist you in planning a successful business celebration. The Saugeen Shores Chamber of Commerce provides this as a complimentary service to our members. In addition to grand openings, other occasions that could constitute a celebration include: substantial remodel/renovation of facilities, change in ownership including a name change, and a significant anniversary. Celebrations are limited to once per year. The Chamber reserves the right to deny an application for any reason including identified conflicts in date or scope. We cannot guarantee a Chamber rep can be available.

Setting the Date Ribbon cuttings and other celebrations should be scheduled at least 14 days in advance. Complete the Ribbon Cutting & Grand Opening Celebration Request Form by providing three date and time preferences for your event. Once your request is received, the Chamber will coordinate your date selection to ensure that there are no conflicts with the Chamber calendar and to ensure Chamber staff can attend.

Time Ribbon cuttings can be scheduled any day of the week. To ensure a Chamber staff or Board member can attend, it is preferred to schedule your event on a weekday, between 9 am to 5pm. The Chamber cannot guarantee attendance if your event is scheduled outside normal working hours, including weekends and holidays. Please avoid scheduling your event the same way as Business After Hours.

Invitations The Chamber will send out a notice to all of our Board of Directors and Chamber members inviting them to your event as well as advertise your event in our e-Newsletter and on all social media platforms. Attendance at your event may be more successful if you send out an invitation to your contacts/customers/clients as well.

Advertisement The Chamber will submit your press release to the local media on your behalf. You are responsible for writing the press release and for any requests for additional information or interviews. During your event, the Chamber will take photos and share on our social media.

The Ceremony A typical grand opening is approximately one hour. Out of respect for your guests, it is important to start your event on time.

The following is a typical ceremony timeline:

11:30–11:40 AM Welcome from the Chamber and Introduction of Attendees and Special Guests

11:40–11:50AM Business Owner Introduction/Comments

11:50–12:00 PM Ribbon Cutting / Pictures

12:00–12:30PM Refreshments, Tours, Demonstrations, Mingling/Networking, etc.

Food It's your event. Make it as grand or as simple as you like. It can be as simple as coffee and donuts in the morning, cake and soft drinks in the afternoon, or as elaborate as catering with food and music.

Business Celebration Application

Organization name			
Contact person			
Address			
Phone number		Email	
Website			

Date requested:	Time requested:
First choice	
Second choice	
Third choice	

Please list any special instructions or announcements for your event (sales, promotions, door prizes etc)

IMPORTANT: ONCE YOUR EVENT HAS BEEN APPROVED AND THE NOTICE HAS BEEN EMAILED AND/OR SCHEDULED ON OUR WEBSITE CALENDAR AND NEWSLETTER, WE WILL NOT RESCHEDULE THE EVENT. ONLY CANCELLATIONS WILL BE ACCEPTED.

Member Signature		Date	
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Submit completed form to the email address below. Once received, you will be contacted by the Chamber to discuss the details of your event. When your event is approved, you will receive a copy of this form for your records.

