

# Caldwell Chamber of Commerce Ribbon Cutting, Grand Opening, Open House Policy & Agreement

Ribbon Cuttings, Grand Openings, Open House or Groundbreaking ceremonies are a fantastic way to introduce your business to the community while meeting people from different facets of business in Caldwell County. Events will be held during the business week (Monday – Friday) between the hours of 9:00 AM and 4:30 PM.

## Opportunities for Chamber Members to have an event include:

- Start-up business
- Renovations at the present location
- Moved to a new location
- Have changed names or owners

## The Chamber of Commerce will perform the following to assist your business:

- Check community calendars for date conflicts and advise you
- Print announcement in Chamber monthly newsletter if commitment received timely
- Email invitations and reminders to all Chamber Board Members and elected officials
- Provide scissors and ribbon
- Take pictures of business, attendees and event
- Print picture of ceremony in Chamber monthly newsletter, post on Chamber Facebook

## In order to make your event successful, here are a few tips:

Approximately One month prior:

- Schedule date, time and location with Chamber
- Fax or email Chamber a +/-25-word paragraph describing your business (history, etc.)
- Email a logo (jpeg) if available
- Invite family, friends, vendors & employees. This is YOUR opportunity to introduce and highlight your business to potential customers.

One week prior to event:

- Prepare short, 3-5 minute speech to overview your business
- Promote/remind family, friends, vendors & employees who received invitation

Day of Event:

- Provide table for visitor registration
- Provide refreshments or snacks
- Provide door prizes if you wish. Provide bowl for business cards for drawing.

Please sign below to indicate that you understand and will abide by the Caldwell Chamber of Commerce Ribbon Cutting/Grand Opening Policy. Please email the completed form to [darin@caldwellcochamber.org](mailto:darin@caldwellcochamber.org) or fax to 828-726-0385. Should you have any questions, please call Darin at the Chamber at 828-726-0616.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Signature of Organization Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Organization Contact: \_\_\_\_\_

