

RIBBON CUTTING GUIDELINES

The following guidelines will assist you in planning a successful ribbon cutting. The Fayette Chamber of Commerce provides this as a service to our new members within one year of joining the Chamber.

In addition to new membership, other occasions that could constitute a ribbon cutting include: substantial remodel/renovation of facilities or change in ownership including a name change (held in conjunction with the business' customer appreciation event, grand reopening, etc.). Ribbon cuttings are limited to one every two years for a single business. *The cost of a ribbon cutting is \$100.*

Setting the Date

Ribbon cuttings should be scheduled at least **14 days** in advance. Complete the Ribbon Cutting Request Form by providing three date and time preferences for your ribbon cutting. Once your request is received, the Chamber will coordinate your date selection to ensure that there are no conflicts with the Chamber calendar, which may detract from your ribbon cutting.

Time

Ribbon cuttings can be scheduled on **Tuesdays or Thursdays at 11:30 AM.**

Invitations

Although not necessary, attendance at your event may be more successful if you send out an invitation to your contacts/customers/clients. Facebook invites from your 'page' are very helpful in drawing a larger attendance as well. The Chamber will send out a notice to all of our Ambassadors and Chamber members inviting them to your event as well as advertise your event in our weekly e-Newsletter, on our chamber website, and on all social media platforms.

Ribbon & Scissors

The Chamber will provide your organization with ribbon and large ceremonial scissors for the ribbon cutting, take a photo of the special event and create a slide show video of photos from the event to be posted on social media.

The Ceremony

A typical ribbon cutting is approximately **one hour**. Out of respect for your guests, it is important to start your ribbon cutting 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 – 11:45 AM	Business Owner Introduction / Comments
11:45 – 11:55 AM	Ribbon Cutting / Pictures
12:00 – 12:30 PM	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.

Ribbon Cutting Request Form

Organization Name: _____ Today's Date: _____

Physical Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email _____

Contact Person _____ Website _____

Are you with in your first year of business? YES NO Did the business relocate to a new location? YES NO

Is the business celebrating an anniversary? YES NO If yes, when? _____

Did the business remodel or expand? YES NO

If you answered no to all of the questions, please tell us the reasoning for your ribbon cutting.

Ribbon Cutting Details

Ribbon cuttings can be scheduled on Tuesdays or Thursdays at 11:30 AM or 5:30 PM. Please provide 3 options. (Check the chamber calendar on the website to ensure there are no conflicts.)

Date Option 1 _____ Time: 11:30 am or 5:30 pm

Date Option 2 _____ Time: 11:30 am or 5:30 pm

Date Option 3 _____ Time: 11:30 am or 5:30 pm

Business Representative who will give introductions / Comment

_____ Title _____

Social Media Names / Hashtags (Facebook, Instagram, Twitter, LinkedIn)

Disclaimer and Signature

I understand that the dates above are not guaranteed and that ribbon cuttings must be scheduled in a minimum of 14 days prior to the event.

Signature: _____ Date: _____

Please email this form to Jadea@fayettechamber.org