

RIBBON CUTTING CEREMONIES

GUIDELINES, REQUEST FORM AND CHECKLIST



LOMBARD AREA
CHAMBER of COMMERCE & INDUSTRY
— S I N C E 1 9 5 3 —

Lombard Area Chamber of Commerce and Industry

10 Lilac Lane, Lombard, IL 60148

630-627-5040 / FAX 630-627-5519

Ribbon Cutting Instructions Registration Form

Congratulations! We are excited for your success and appreciate the opportunity to help you mark this momentous occasion! We hope the following information is helpful to you. A ribbon cutting is the ceremonial opening of a brand-new or newly-renovated/relocated business. It can inaugurate a company's first day in business, celebrate a relocation, renovation or special anniversary. And, yes, you actually cut a ribbon!

- Ribbon Cuttings are no charge for Classic Level and above. Basic Level Ribbon Cuttings have a charge of \$150
- Chamber Ribbon Cuttings should be scheduled 2-3 weeks in advance for marketing and planning purposes.
- You must submit this form and a Chamber staff person will confirm the next available date with you.
- Submitting the form does not guarantee the date.
- The Lombard Chamber cannot assist with events scheduled on weekends and holidays
- Ribbon Cuttings are generally held on a week day between 10:00 and Noon, or at 5:00 PM (in conjunction with an after-hours event). We are unable to perform Ribbon Cuttings on the weekend.

What happens at a Chamber Ribbon Cutting?

Traditional ribbon cuttings follow this agenda (times are approximate):

- Guests arrive
- Approx. 10-15 minutes after the start of your event, Ribbon Cutting Ceremony begins
 - Actual cutting and photo-op – presentation of Member Certificate
 - Chamber representatives welcome your business to the Chamber/community
 - Recognition of elected officials (if present)
 - Owner remarks from business owner/representative
- Guests invited for facility tour, refreshments, general announcements, etc.
- End of Ribbon Cutting Ceremony – at this point you may be continuing with a lunch time or an After- Hours Event

What does the Chamber do for my Ribbon Cutting?

The Lombard Chamber will gladly:

Invite the Lombard Chamber Board of Directors, Ambassadors, Members, Village officials and a photographer from The Lombardian Newspaper. (please be aware that we cannot guarantee a minimum number of attendees)

List your Ribbon Cutting on the Chamber's Facebook and Twitter pages, on the website and in weekly emails

Provide you with the ribbon and bring along the official ribbon-cutting scissors

The Chamber will publish a photo of your ribbon cutting on our Facebook and Twitter pages.

What do I do for my Ribbon Cutting?

Complete and return the Chamber's Ribbon Cutting Registration Form

Contact the Village of Lombard at 630-620-5700 for temporary signage & balloon display ordinances (if applicable)

Confirm your date and time with the Chamber

Decide who will actually cut the ribbon.

Prepare your remarks for the ceremony.

Invite business associates, customers, family and friends to be a part of the occasion.

RIBBON CUTTING EVENT CHECKLIST

CONGRATULATIONS ON YOUR BUSINESS CELEBRATION! We at the Lombard Area Chamber of Commerce and Industry are pleased to help you make the most of your event. From our experience, you can expect anywhere from 10 to 50 people in attendance. This depends on a number of factors, the most essential being your promotional efforts to invite your contacts, clients, customers, family and vendors to your special event.

Event Request Form:

- Fill out the request form and return it to the Lombard Chamber preferable 2-3 weeks in advance of your event. Event must be confirmed with the Chamber staff before promotion begins.
- Send via email - info@lombardchamber.com or fax to 630-627-5519 - for additional information contact

Event Checklist:

- Promote your event through your social media avenues - post it to Facebook, Twitter and any other pages you have
- Invite the following:
 - ⇒ Employees/Staff
 - ⇒ Customers and Prospects
 - ⇒ Vendors
 - ⇒ Family, Friends and Neighbors
 - ⇒ Neighboring Businesses
- Work with your Staff to plan your event a a tour of your facility
- Prepare your facility/sight for visitors
- Confirm date and time with the Chamber Staff as the event approaches
- Put out balloons or special signs to mark the event - *****Be sure to contact the Village of Lombard for ordinances and regulations regarding temporary signage and balloon displays. 630-620-5700***



PLAN → PROMOTE → FOLLOW UP!



Ribbon Cutting Registration Form

Name of Business: _____

Contact Name: _____

Contact Phone Number: _____ Contact Cell: _____

Email Address: _____

Please provide a hi-res jpeg of your logo for promotional purposes. Email to info@lombardchamber.com

Type of Event: (check all that apply)

_____ Anniversary

_____ Grand Re-Opening

_____ Business After-Hours

_____ New Chamber Member

_____ Open House

Preferred Dates: Date 1: (most preferred) _____ Date 2: _____

Form Submission:

Please submit the completed Ribbon Cutting Registration Form at least 2-3 weeks prior to your event.

Email: yvonne@lombardchamber.com

Fax: 630-627-5519

Mail or Drop off: Lombard Chamber of Commerce - 10 Lilac Lane, Lombard, IL 60148