



RIBBON CUTTING EVENT PLANNER



RIBBON CUTTINGS

New to town? The Chamber offers FREE Ribbon Cutting ceremonies for new business openings and special anniversary, reopening or other celebrations. Ribbon cuttings introduce both the public and Chamber members to your business. Ribbon Cuttings can be held on your first day of business or a few weeks later.

The Ribbon Cutting marks an important time in the businesses history, and is also a great photo opportunity. The business owner also can say a few words to those gathered, thank those that have helped them, and talk about what the business does.

Chamber Ribbon Cuttings are held Monday – Friday, between 8 am – 5 pm (see times below). We don't typically participate in ribbon cuttings on weekends & holidays. You must be a new or current Chamber member for GLMV to participate in your ribbon cutting. There is no fee to host or attend a Ribbon Cutting.

To Host a Ribbon Cutting:

- Schedule your event at least two weeks in advance with the Chamber. Contact clevin@glmvchamber.org or 847-680-0750.
- Ribbon Cuttings are held either Monday – Friday, at either 8-9 am; noon – 1 pm; or 4-5 pm
- For the promotions, please create and supply a one-page digital flyer to with details of the event (date, time, location, directions, contact information, etc.) to clevin@glmvchamber.org
- Attend Chamber events and other networking events to promote your event and generate attendance.
- Invite everyone you know...your colleagues, business associates, friends, business neighbors, and any others you would like to attend and celebrate this momentous time in your business history.
- Consider entertainment, tours, brief presentations, raffles, giveaways such as logoed items that guests can take with them. The Chamber can supply vendors who can help with gifts.
- Determine where and who will cut the ribbon. Typically, Ribbon Cuttings are held in front of a logo or outside, when possible, and the business owner or manager cuts the ribbon.
- Offer lite refreshments/beverage to enhance the event. We can provide a list of caterers.
- Prepare a brief presentation, and have promotional materials available.

The Chamber will assist with the following:

- Coordinate your event with Village and Chamber officials
- Notify Chamber leadership and members
- List your ribbon cutting on the Chamber calendar,
- Promote your event via social media e-blast, flyer distribution
- Bring the giant scissors and ribbon
- Provide congratulatory remarks
- Take photos at the event to publish online
- Provide you with photos for your use.
- Provide a list of caterers/vendors upon request who can help you with your event.
- Provide media coverage and photos for your event, as necessary
- We do not take RSVPS for Ribbon Cuttings.
- While the Chamber will invite our members and promote your event, we encourage you to also publicize it as well to generate attendance and awareness of your business opening. You should not rely only on the Chamber to attract attendance.

Fee to host or attend a Ribbon Cutting: \$0