

Ribbon Cutting Checklist

Date

- Set your date:

- Set your rain date:

- RSVP Date:

Invitations

- Design Invitations
- Prepare guest list
- Deadline to get invitations to printer:

- Items to include with invitations:

- Date to mail/email invitations:

- Designate a contact for RSVPs:

- Date to call or send reminders:

Emcee & Guest Speakers

- Emcee:

- Guest speakers:

Activates Planned

- _____
- _____
- _____
- _____

Details & Program

- Plan the details of your ceremony and design the program

Media & Event Publicity

- Contact Media: Chamber will contact local newspapers
- Chamber Calendar: Enter your event on the member portal or ask Chamber staff to do so
- Send flyer or invitation to Chamber staff so they can e-blast

Materials Needed

- Ribbon
- Ceremonial Scissors (Chamber Staff)
- _____
- _____
- _____

Select and contact event staff

- Caterer: _____
- Photographer/Videographer:

- Florist: _____
- Other: _____

Designate coordinators for tasks

- Set Up: _____
- Giveaways/Door Prizes:

- Parking Assistants: _____
- Photographer: _____
- Greeters: _____
- VIP Coordinator: _____
- Tour Guides: _____
- Music: _____
- Thank Departing Guests:

- Name Tags: _____
- Take Down: _____
- Ribbon: _____
- Scissors: _____
- Clean Up: _____

Post event task

- Send thank-you notes
- Post photo and information on website, newsletters, etc.