



Ribbon Cutting Ceremony

Why Should I Host a Ribbon Cutting?

Examples: New Chamber Member, Opened a New Business, Bought an Existing Business, Remodeled Business Location

Who may request a Ribbon Cutting? How is it requested and scheduled?

- Members may request ribbon cuttings.
- Ribbon Cutting Request Form must be submitted to the Chamber (by email: cassandra@myowencounty.com or mail) at least four (4) weeks prior to the date of your ribbon cutting. This allows for maximum print exposure.
- You will be notified after receipt of the form to confirm your event.

Host Responsibilities:

- Host is responsible for all costs incurred such as food, beverages, outside advertising, etc. Refreshments are not required, but highly recommended.
- Door prizes are a great way to further promote your business and capture return business, but are not a requirement.
- Be creative and most of all, have fun! This is your event and your opportunity to let the community know all about your business.
 - **TIPS:**
 - Attendance of chamber members varies, but typically is 5-10. The true value is actually the free publicity received in the form of announcements at chamber events, notice in our eNewsletter, eBlasts and Facebook posts. If someone did not attend, they still know about your business.
 - We recommend the event occur either over the lunch hour (11:30–1:00 pm) or late afternoon/after business hours (4:30–6:00 pm).
 - This is not an event for chamber members only, but everyone. We encourage hosts to invite customers, family, friends, colleagues and media.

Chamber Responsibilities:

- A Chamber representative (staff, volunteer or board member) will arrive at least 15 min. before the actual Ribbon Cutting Ceremony and will bring our big scissors and red ribbon. The representative will welcome the group and orchestrate the ribbon cutting.
- Your ribbon-cutting photo and company name will be featured on the Chamber's social media sites.
- The Chamber will notify our Chamber Board members, as well as the general membership and community of your upcoming ribbon cutting.



Ribbon Cutting Request Form

Today's Submission Date: _____

Day and Date of Event: _____

Event Start and End Time: _____ Ribbon Cutting Time: _____

Reason for Cutting: _____

Company Name: _____

Location of Ribbon Cutting: _____

Contact Person: _____ Phone: _____

Email: _____ Website: _____

Description/Type of Company/Business:

Will you be taking photographs? Yes / No

Your ribbon cutting announcement will be published on our website at www.myowencountychamber.com, in the eNewsletter, and on our social media sites. If you would **NOT** like for this information to be published, please check here. _____

Enjoy the Benefits of Membership

Event promotion is one of the many value-added services to members of the
Owen County Chamber of Commerce.

If you are not a member and would like information on joining, contact our office today.