



Wayne County Chamber of Commerce Ribbon Cutting Request Policy & Agreement

The Wayne County Chamber of Commerce is committed to promoting our members. Ribbon Cutting ceremonies provide the perfect opportunity to introduce your business to the community and Wayne County. We are excited for your success and appreciate the opportunity to help you mark this momentous occasion!

Opportunities for Chamber Members to have an event include: start-up business, renovated at the present location, moved to a new location or a change in ownership.

What to expect at your ribbon cutting:

- Chamber staff will arrive 10-15 minutes before Ribbon Cutting begins with specialty scissors, camera and ribbon for the ceremony.
- Traditional agenda takes about 15 minutes. Example: Guests arrive, chamber representative welcomes your business to the Chamber/community, recognition of elected officials, remarks from business owner/representative, ribbon cutting takes place with photo op. Invite guests for tour of facility.

The Chamber will:

- Announce the event in the Chamber E-newsletter the month of event.
- Invite the Chamber Board of Directors, Ambassadors, Members, Press and Local City and Government Officials.
- Email press release to newspaper, magazines, radio and add to the Chamber marquee.
- Provide podium, ribbon and official large ribbon cutting scissors.
- Take pictures at event.
- After the event, the Chamber will publish a photo and press release documenting your ribbon cutting on Chamber Facebook, Twitter, and spotlight in the Chamber monthly newsletter. A photo and press release will be submitted to: The Press Sentinel, Wayne Magazine, but cannot guarantee publication in outside news outlets.
- The Chamber of Commerce will be happy to use its building as a background, if the business does not have storefront

Host Checklist:

- Complete and return the Chamber's Ribbon Cutting Request Form on the next page.
- Receive Email Ribbon Cutting Confirmation date and time from Chamber staff.
- Send business logo (jpeg format) to Chamber along with 8-10 sentences about the business.
- Decide who will actually cut the ribbon.
- Prepare your remarks for the ceremony.
- Invite friends, family, customers, business leaders and media to be a part of the occasion.
- Consider the additional ideas below to enhance your event.

Optional and Additional Ideas:

1. Provide hors d'oeuvres, refreshments and entertainment. Make it a networking event!
2. Have a drawing and collect business cards so you can follow-up with attendees!
3. Advertise on your Social Media sites!
4. Be creative and have fun. This is a great opportunity to let the community know all about your business.



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Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Business Phone: _____ Contact Cell: _____

Email Address: _____

Website: _____

Check all that apply:

- | | | |
|------------------------|--------------------|--------------------------------|
| _____ Ribbon Cutting | _____ New Business | _____ Ground Breaking |
| _____ Open House | _____ Relocation | _____ Expansion |
| _____ Re-Grand Opening | _____ Renovation | _____ Anniversary (What year?) |

1st Choice:

Date: ___/___/___ Time: _____

2nd Choice:

Date: ___/___/___ Time: _____

3rd Choice:

Date: ___/___/___ Time: _____

Check the Chamber Event Calendar at www.waynechamber.com for any conflicts.

Directions to your business: _____

We'd like to promote any additional things you may be doing for your event.

- What type food? (Ex: subs, pizza, hors d'oeuvres) _____
- List Door prizes, coupons, discounts, etc. _____
- Other: _____

I agree with the responsibilities of the Chamber of Commerce and of my business as outlined above and will abide by them. I understand that the Chamber of Commerce does not guarantee the attendance of any invited members or local city & government officials.

Signature of Company Representative

Date

For best advertising results - **submit the completed** Ribbon Cutting Request Form **one month prior** to your event to chamberoffice@waynechamber.com or fax 912-427-2778. Questions? Contact 912-427-2028.