

Wayne County Chamber of Commerce

Ribbon Cutting, Grand Opening, Open House & Groundbreaking Policy & Agreement

The Wayne County Chamber of Commerce is committed to promoting our members. Ribbon Cuttings, Grand Openings, Open House or Groundbreaking ceremonies are a fantastic way to introduce your business to the community while meeting people from different facets of business in Jesup and Wayne County.

Opportunities for Chamber Members to have an event include:

- Start-up business
- Renovated at the present location
- Moved to a new location
- Have changed names or owners

The Chamber of Commerce will perform the following to assist your business:

- Print announcement in Chamber monthly newsletter the month of event
- Email invitations and reminders to all Chamber Board Members, Ambassadors, Local City and Government Officials
- Email press release to newspaper, radio and TV station and add to Chamber marquee
- Provide podium, registration forms, scissors and ribbon (if applicable)
- Provide tickets, pens and basket for drawing (if applicable)
- Take pictures of business, attendees and event
- Print picture of ceremony in Chamber monthly newsletter, mailed and available online, the month following event
- The Chamber of Commerce will be happy to use its building as a background, if the business does not have storefront

In order to make your event successful, here are a few tips:

- **One month prior:**
 - Schedule date, time and location
 - Fax or email Chamber 25-word paragraph describing your business (history, etc.)
 - Email a logo (.jpeg) if available
 - Invite family, friends, vendors & employees*. This is YOUR opportunity to highlight your business to potential customers.
- **One week prior to event:**
 - Prepare short, 3-5 minute speech to overview your business
 - Promote/remind family, friends, vendors & employees who received invitation*
- **Day of Event:**
 - Provide small table near an outlet for podium to sit on
 - Refreshments or snacks will make a lasting impression*
 - Provide 3-5 door prizes *

* These are OPTIONAL and not provided by the Chamber

Name: _____ Business: _____

Address: _____

Business PH: _____ Cell PH: _____

Please fill-in requested time and date: _____

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

When complete, please fax to (912) 427-2778 or email information to chamberoffice@waynechamber.com