



Ribbon Cutting/Groundbreaking Ceremony

Why Should I Host a Ribbon Cutting/Groundbreaking Ceremony?

- 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: admin@myowencountychamber.com mail or at our office) **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; the Chamber of Commerce does not guarantee attendees at your event. The true value is the free publicity received in the form of announcements at chamber events, social media, radio station and our website. 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 just an event for chamber members, 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.



OWEN COUNTY
CHAMBER OF COMMERCE &
ECONOMIC DEVELOPMENT

Ribbon Cutting/Groundbreaking Ceremony Request Form

Today's Submission Date: _____

Event Date _____ Event Start time _____ Event 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 announcement will be published on our website at www.myowencountychamber.com, 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.