

# Warrensburg Chamber of Commerce

## Ribbon Cutting Information

Name of Business: \_\_\_\_\_

Date/Time of Ribbon Cutting (Confirmed with Chamber): \_\_\_\_\_

Address of Ribbon Cutting: \_\_\_\_\_

What is the Ribbon Cutting Occasion? (New Chamber member, business remodel, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Who will we be introducing? (Name(s) and Title(s):

\_\_\_\_\_  
\_\_\_\_\_

Who will be cutting the ribbon? (Name and Title):

\_\_\_\_\_

Where will the introductions be made?

\_\_\_\_\_

Where would you like the picture taken?

\_\_\_\_\_

Any additional information you would like for us to know:

\_\_\_\_\_  
\_\_\_\_\_

### **Scheduling a Ribbon Cutting:**

Contact Amanda Flues to schedule a Ribbon Cutting. We host no more than 2 ribbon cuttings in one week's time to maintain a high turnout for all ribbon cuttings. A ribbon cutting should be scheduled at least a few weeks in advance to effectively advertise the event. We recommend hosting ribbon cuttings on a Tuesday, Wednesday, or Thursday for a higher turnout. We do not host ribbon cuttings on weekends so that our staff and Chamber members may spend time with their families – please check with the Chamber if you cannot host a ribbon cutting during the week. We will advertise the event in our weekly emails, our newsletter, our social media, and by word of mouth. **Please invite friends, family and clients** – the more people, the better the event!

### **Ribbon Cutting Process:**

A Chamber Member Relations Committee Member will introduce the main speaker. The speaker will then have time to speak about the business, introduce the staff, or hand off the speaking to another individual. After all words have been said, we will guide everyone to the photo spot. We recommend taking a photo in front of the business or with the businesses' logo/banner/etc. We will line everyone up behind the Chamber Purple Ribbon with two Chamber Ambassadors or Board Members anchoring either side of the ribbon. The designated ribbon cutter will be given the scissors and will pose for a series of pictures. (Tip: hold the scissors at a downward angle to cut the ribbon). Once the photographer says "cut", the ribbon cutter can cut the ribbon. A portion of the ribbon will be given to the ribbon cutter to keep. The photo is featured in our social media, newsletter and sent to the Daily Star-Journal.

**Questions?** Feel free to contact me!

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