

Warrensburg Chamber of Commerce

Ribbon Cutting Information

Name of Business/Organization: _____

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

Address of Ribbon Cutting: _____

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

Will there be an Open House or another event prior to/after the Ribbon Cutting? _____

If so, timeframe & details: _____

Will there be refreshments at the event? (Not Required) _____

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?

Will you be creating a Facebook event, or would you like us to? (We will add you as a co-host if we create the event) _____

Will you create an event invitation, or would you like for us to? (We will email you a JPEG of the invitation if we create it) _____

Any additional information you would like for us to know:

Warrensburg Chamber of Commerce

Ribbon Cutting & Ground Breaking Process and Guidelines

Ribbon Cuttings and Ground Breakings are events that we hold exclusively for our Chamber Members, free of charge. Please contact Amanda (contact information below) to inquire about Warrensburg Chamber of Commerce membership.

A **Ribbon Cutting** is held for a new Chamber member, relocation, anniversaries, new product/service, etc. We offer Ribbon Cuttings for many different occasions.

A **Ground Breaking** is held in celebration of the first day of construction for a building or other project (it does not necessarily need to be held on the first day).

Scheduling a Ribbon Cutting or Ground Breaking:

Contact Amanda Flues to schedule a Ribbon Cutting or Ground Breaking. We host no more than 2 ribbon cuttings/ground breakings in one week's time to maintain a high turnout for all our members' events. These events should be scheduled **at least 2 weeks in advance** to effectively advertise the event. We recommend hosting these events on a Tuesday, Wednesday, or Thursday for a higher turnout. **We do not host ribbon cuttings or ground breakings on weekends, before 7 AM or after 6 PM on weekdays** 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 or just before/after our business hours. 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. **Note: Please alert employees, board members, etc. to come up and stand directly behind 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.

Ground Breaking Process:

A Chamber Member Relations Committee Member will introduce the main speaker. The speaker will then have time to speak about the business/organization, introduce the staff, board members, etc., or hand off the speaking to another individual. After all words have been said, we will guide everyone to the photo spot. We will line everyone up with the shovels and have the rest of the crowd get in behind the shovels. **Note: Please alert designated shovel-holders of their role before the event.** Everyone will then pose for a series of pictures. The photo will be featured in our social media, newsletter and sent to the Daily Star-Journal

Questions? Feel free to contact me!

Amanda Flues

Member Relations & Communications Coordinator

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