

RIBBON CUTTING GUIDELINES

The following guidelines will assist you in planning a successful ribbon cutting. The Youngsville Chamber of Commerce provides this as a service to our members. Ribbon cuttings are usually planned for business' expansion, relocation, grand opening, major anniversary, ground breaking, or renovation.

Setting the Date

Ribbon cuttings should be scheduled at least 30 days in advance. Complete the Ribbon Cutting Request Form. Once your request is received, the diplomat committee will coordinate with you on your date selection and pertinent details to help make your ceremony as memorable as possible. Please email BOTH tammier@gcbank.com and rl@ycc.org with any questions.

Chamber Representation

Given the large number of members that we serve, and the number of events that we host, it is not always possible for Chamber staff to attend all ribbon cuttings. To help us better serve you, we have an elite group of seasoned Chamber volunteers that serve as Chamber Diplomats. This group was established to ensure adequate event coverage. We offer many other ways to assist you in getting the word out, but ultimately, it's up to you to do the extra promotions. (See the Event Publicity section for more info).

Time

Ribbon cuttings generally take place Monday – Friday between 8:00AM and 6:00 PM. If you wish to request a date or time outside of the normal work week, please be advised that the Chamber Diplomats participation may be minimal. We try to be mindful of scheduling demands on our volunteers.

Send Invitations

Although not necessary, attendance at your event may be more successful if you send out an invitation in writing. The Chamber will provide you with a suggested VIP list, which includes the media, and, elected officials. The Youngsville Chamber will forward your email invitation to the Chamber Membership as a courtesy to you.

The Ceremony

A typical ribbon cutting lasts approximately 30 minutes. Out of respect for your guest, it is important to start your ribbon cutting on time. The Chamber will ask our Chamber Diplomats to be present at your event should their schedules permit. Those who can attend will often remain for networking, refreshments, tours, etc. The following is a typical ceremony:

- 10:00 AM Arrival of Guests, Mingle and Networking
- 10:10 AM Brief Speech by Company Representative / Recognition of Special Guests
- 10:20 AM Group Pictures
- 10:25 AM Ribbon Cutting
- 10:30 AM Refreshments, Tours, Mingling/Networking, etc.

PLEASE NOTE: You may submit your own agenda. We will be available to cater to your requests.

Refreshments

It's your event, make it as grand or as simple as you like. It can be as simple as coffee and donuts in the morning, cake and soft drinks in the afternoon, or as elaborate as catering with food and music.

Event Publicity

The Chamber will promote your ribbon cutting in at least one e-mail notification to the Chamber membership. Your ribbon cutting will also be listed on the Chamber website (www.youngsvillechamber.org). It is recommended that you send a press release out to local media (see Suggested people to invite below).

Suggested People to Invite:

Media:

Acadiana Gazette:

Name: Linda Meaux

email: Linda@acadianagazette.com
info@acadianagazette.com

phone: 337.237.0677

The Independent:

Name: Cherry Fisher May

email: cherryfm@theind.com

phone: 337.769.8620

Name: Wynce Nolley

email: wyncen@theind.com

phone: 337.769.8610

Youngsville City Council Members:

Name: Rick Garner, City CEO email: rickgarner.cityofyoungsville@cox-internet.com

Phone: 337.856.4181

Below are the names of the city council members:

- Brenda Burley
- A.J. Bernard
- Ken Ritter
- Dianne McClelland
- Tim Barbier