



Ribbon Cutting/Grand Opening Policy

Welcome to the Youngsville Chamber of Commerce!

The Youngsville Chamber of Commerce is pleased to provide this service to our valued members as we help you to bring exposure to your business. We are happy to help coordinate your grand opening/ribbon cutting ceremony.

The following list of guidelines will assist you in planning a successful event:

- Ribbon cuttings are usually planned for business' expansion, relocation, grand opening, major anniversary, ground breaking or renovation.
- To **schedule** your Ribbon Cutting, please contact Tammie Romero, Diplomat Chair at Tammie.Romero@b1bank.com. Complete the **Ribbon Cutting Request Form** and submit at least 14 days prior to the proposed event date. The diplomat committee will coordinate with you on your date selection and help to make your event as memorable as possible. Our diplomat committee consists of an elite group of seasoned Chamber volunteers that serve as Chamber Diplomats. This group was established to ensure adequate event coverage.
- **Time** – Ribbon Cuttings generally take place Monday-Friday between 8:00 AM and 6:00 PM, If you wish to request a date or time outside of the normal work week, please be advised that Chamber Diplomats participation may be minimal. We try to be mindful of scheduling these requests for our volunteers.
- **Invitations** – The member is responsible for inviting friends/family/media to the event. The Chamber will provide you with a suggested VIP list, which includes the media, and elected officials. The Chamber will promote your ribbon cutting via the Chamber Newsletter and one blast email, on the Chamber website (www.youngsvillechamber.org), Facebook and twitter. It is recommended that you send out a press release to the local media. The Chamber cannot guarantee the media will attend the event. (see sample press release)
- The **Ceremony**. Typical ribbon cuttings last 30 minutes, it is important that you start on time. Receive guests for 20 minutes and the Ribbon Cutting last 10 minutes. It's your event you can make it as grand or as simple as you like. Coffee and Donuts in the morning, cake and soft drinks in the afternoon or as elaborate as catering with food and music. **The Chamber will provide** the large scissors and the ribbon for the event.

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