Ribbon Cutting Request Form

We would be honored to help you celebrate your Ribbon Cutting. To request a Ribbon Cutting, please complete this form and return it via email at least 14 days prior to your preferred date. Please note that Ribbon Cuttings are not held on Sundays. Dates are scheduled based on availability to ensure strong participation and support.

Today's Date: _____

Reason for Ribbon Cutting

- ☐ Grand Opening
- ☐ Ground Breaking
- ☐ Business Relocation
- ☐ Significant Business Expansion
- ☐ Other (Please explain) _____

_____

Desired Date of Ribbon Cutting: _____ Time: _____ ☐ A.M. ☐ P.M.

Second Date of Choice: _____ Time: _____ ☐ A.M. ☐ P.M.

Company Name: _____

Company Address: _____

Contact Person: _____ Title: _____

Contact Number: _____ Contact Email: _____

Additional Details: _____

For more information, contact Jamie Creed, (337) 451-7526 or director@youngsvillechamber.com

Ribbon Cutting Policy & Guidelines

The Youngsville Chamber of Commerce is pleased to offer Ribbon Cuttings as a benefit to our valued members. This service helps generate visibility for your business while celebrating important milestones within our community. We are happy to assist in coordinating your Grand Opening or Ribbon Cutting ceremony. The following guidelines are designed to help you plan a successful and well-attended event:

Purpose of Ribbon Cuttings

- Ribbon Cuttings are typically held to celebrate a business expansion, relocation, grand opening, major anniversary, groundbreaking, or renovation.

Scheduling Your Ribbon Cutting

- To request a Ribbon Cutting, please complete the Ribbon Cutting Request Form and submit it at least 14 days prior to your proposed event date.
- Requests should be sent to Jamie Creed, Executive Director, at director@youngsvillechamber.com
- The Chamber will work with you to coordinate your date and help ensure your event is memorable and well supported. The Ambassador Committee is comprised of experienced Chamber volunteers dedicated to providing consistent event coverage.

Days & Times

- Ribbon Cuttings are generally scheduled Monday through Friday between 8:00 AM and 5:00 PM.
- Ribbon Cuttings are not held on Sundays.
- If you wish to request a Saturday Ribbon Cutting, please be advised that Ambassador participation may be limited, as we strive to be mindful of our volunteers' availability when scheduling events.

Invitations & Promotion

- The member is responsible for inviting friends, family, clients, and media to the event. The Chamber will provide a suggested VIP list, which may include media outlets and elected officials.
- The Chamber will promote your Ribbon Cutting through:
  - The Chamber Newsletter
  - One Chamber email blast
  - The Chamber website (www.youngsvillechamber.com)
  - Facebook and Instagram
- Members are encouraged to send a press release to local media. Please note that the Chamber cannot guarantee media attendance.

The Ceremony

- Ribbon Cutting ceremonies typically last 30 minutes and should begin on time.
- 20 minutes for guest arrival and networking and 10 minutes for the official Ribbon Cutting ceremony.

Your event may be as simple or as elaborate as you choose—ranging from coffee and donuts in the morning to cake, refreshments, or catered food and music. The Chamber will provide the ceremonial ribbon and oversized scissors.

For more information contact (337) 451-7526 or director@youngsvillechamber.com

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MEDIA

The Lafayette Daily Advertiser
Newsroom
news@theadvertiser.com
337-289-3000 ext. 4

The Acadiana Advocate
Angie Scopes
ascopes@theadvocate.com
337-534-0716 Fax: 337-269-0410

KATC - TV3
news@katc.com

KLFY - TV10
news@klfy.com

KADN - News 15
news@kadn.com

Broussard Youngsville Local News Media (BY Local News)
info@bylocalnews.com

City of Youngsville
337-856-4181
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www.Youngsville.us

Mayor Ken Ritter
mayor@youngsvillela.gov

Mayor Pro-Temp, Lindy Bolgiano
lindybolgiano@youngsvillela.gov

Councilman Matt Romero
mattromero@youngsvillela.gov

Councilwoman Shannon Bares
shannonbares@youngsvillela.gov

Councilwoman Simone Champagne
simonechampagne@youngsvillela.gov

Councilman Nick Niland
nicholasniland@youngsvillela.gov

Chief of Police, JP Broussard
jpbroussard@youngsvillepd.org

City COO, Terry Bourque
terrybourque@youngsvillela.gov

City Clerk, Nicole Guidry
nicoleguidry@youngsvillela.gov

Assistant to the Mayor, Haley Leatherwood
haleyleatherwood@youngsvillela.gov