



## RIBBON CUTTING GUIDELINES

*The following guidelines will assist you in planning a successful ribbon cutting. The Jackson County Area 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

When you have a date in mind, contact the Chamber at 706-387-0300 to make sure there are no conflicts with the Chamber calendar which may detract from your ribbon cutting.

### Time

Ribbon cuttings generally take place Monday – Thursday between 9:00AM and 4:30 PM and cannot be scheduled when there is an existing meeting and/or event on the Chamber Calendar.

### Send Invitations

Although not necessary, attendance at your event may be more successful if you send out an invitation in writing. The Chamber can provide you with a suggested VIP list, which includes the media, elected officials, and Chamber leadership. The Chamber staff will notify the Commission Chair, Commissioner, and Mayor that the business resides. You may also purchase mailing labels that include all Chamber member main representatives (500+ businesses) for \$150.

### Ribbon

The Chamber will provide your organization with a ribbon and large ceremonial scissors for the ribbon cutting.

### The Ceremony

A typical ribbon cutting is approximately 1/2 hour. Out of respect for your guest, it is important to start your ribbon cutting on time. The Chamber will invite by e-blast: Chamber Ambassadors, Board of Directors and Chamber members to be present at your event and many of them have very busy schedules. However, those who can will often remain for refreshments, tours, etc. The following is a typical ceremony:

10:00 AM	Arrival of Guests
10:00 – 10:15 AM	Mingle/Networking
10:15 – 10:20 AM	Brief Speech by Company Representative
	Recognition of Special Guests
10:20 – 10:25 AM	Pictures
10:25 AM	Ribbon Cutting
10:30 AM	Refreshments, Tours, Mingling/Networking, etc.

### Food

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, cookies/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. The Chamber will take pictures and publish your ribbon cutting in our newsletter, TGIF. It is recommended that you send a press release out to local media that were not able to attend your ribbon cutting. The Chamber can assist you in providing a list of local media.



**REQUEST FORM**

Organization Name			
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Contact Person			
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Physical Address			
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City		State		Zip	
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Telephone #		Fax #	
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Email Address			
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Web Address			
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Date Requested 1st Preference		Time	
Date Requested 2 <sup>nd</sup> Preference		Time	
Date Requested 3 <sup>rd</sup> Preference		Time	

**If a date is scheduled and the Chamber publicizes the event, the event cannot be rescheduled, it can only be cancelled.**

Driving Directions			
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SIGNATURE _____	DATE: _____
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Ribbon cuttings should be scheduled at least **one month** in advance. After this form is received, you will receive a call from the Chamber to discuss the details of your event. When your ribbon cutting is approved, you will receive a faxed copy of this form for your records.

**Please fax this form to:**

**Kim Kyst, Marketing Coordinator  
706-387-0304**

**Approval**

The above referenced ribbon cutting is approved for the following:

Date		Time	
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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Approved**