

## **Ribbon Ceremony Polices & Procedures**

The Redbank Valley 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.

- Ribbon cuttings are usually planned for business' expansion, relocation, grand opening, major anniversary, ground breaking or renovation.
- **Scheduling** - To schedule your Ribbon Cutting, please contact Gordon Barrows, Promotions Committee Chair, [techreadypro@gmail.com](mailto:techreadypro@gmail.com). Complete the Ribbon Cutting Request Form at least 30 days prior to the proposed event date. The promotions committee will coordinate with you on your date selection and help to make your event as memorable as possible.
- **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 Community Leader participation may be minimal. We try to be mindful of scheduling demands on 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 and social media including 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.
- **Ceremony** - Typical ribbon cuttings last 30 minutes. It is important that you start on time. Receive guests for 20 minutes and the Ribbon Cutting lasts 10 minutes. It's your event so 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 your event. A photo(s) may also be captured.

## **PRICING:**

1. Ribbon cuts will be FREE for members with an unlimited amount of ribbon cuts for qualifying events.
2. Ribbon cuts for non-members will be performed for a fee of \$50 and only for qualifying events. If a non-member signs-up and pays for membership within 30 days of ribbon cutting ceremony, the \$50 cost will be applied to their new member application fee.
3. Weekend ribbon cuts for members and non-members can be scheduled at the discretion of the inquiring business, with the understanding that attendance may be affected. Non - member fee: \$100  
If a non-member signs-up and pays for membership within 30 days of ribbon cutting ceremony, the \$100 cost will be applied to their new member application fee.
4. Ribbon cuts for fairs and festivals fall under the member/non-member pricing.

### **Qualifying Event:**

New business, Major renovation, Major benchmark or Anniversary, New ownership



**Ribbon Cutting Reservation Form**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Ribbon Cutting DATE:

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

New Business \_\_\_\_\_ Existing Business/New Location \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Reason for Request (New Business, Major Anniversary, New Ownership):

\_\_\_\_\_

Please sign below to indicate that you understand and will abide by the Redbank Valley Chamber of Commerce's Ribbon Cutting/Grand Opening Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Rich McGarrity at (814) 275-3929 or nbchamber@windstream.net for additional information.