Ribbon Cutting Guidelines

The Forsyth-Monroe County Chamber of Commerce is committed to promoting our members. Ribbon Cutting ceremonies are a fantastic way to introduce your business to the community while meeting people from different facets of business throughout Monroe County.

Opportunities for Chamber Members to have a ribbon cutting include:

* Start-up Business *(The Chamber of Commerce will be happy to use its building as a background, if the business does not have a storefront.)*
* Existing business that has undergone renovation(s)
* Current member that relocated their business to a new location
* Current member that has never held a Ribbon Cutting
* A business that has changed names or owners

The Chamber of Commerce will perform the following to assist your business in preparing and hosting a ribbon cutting:

* Send invitations to all Chamber of Commerce Board Members and Ambassadors as well as City and County Government Officials
* Advertise the event in e-Monroe Connected for two-weeks prior to event
* Provide large ceremonial scissors and ribbon the day of the event
* Coordinate with *The Reporter* to take a picture(s) of the event and ensure it is run in the paper
* Post picture on the Chamber’s website (coming soon)

In order to make your ribbon cutting successful here are a few tips:

**Setting the Date**

When you have a date in mind, contact our office at 478-994-9239 to ensure there are no conflicts with the community calendar which may detract from attendance at your ribbon cutting.

**Time**

Ribbon cuttings generally take place Monday – Friday between 8:00 am and 5:00 pm. Keep in mind that events occurring around lunch typically insinuate heavy hors d'oeuvres will be served.

**Invitations**

Although not necessary, attendance at your event may be more successful if you send out a personal invitation to your targeted clients, friends and family. Additionally, the Chamber can provide you with a VIP list, which includes the media, elected officials, and Chamber leadership that you may wish to send a personal invitation to as well.

**The Ceremony**

A typical ribbon cutting is approximately 1-2 hours. Out of respect for your guest, it is important to start your ribbon cutting on time. The Chamber will ask our Chamber Partners, our business volunteers, 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 Chamber staff gets everyone’s attention and introduces company official

 Brief speech by Company Official and recognition of special guests

10:20 – 10:30 am Ribbon cutting and picture(s)

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, cake and soft drinks in the afternoon, or as elaborate as catering with food and music. Expect approximately 10-15 guests on behalf of the Chamber (Ambassadors, Board Members, Chamber Staff, etc.) plus any targeted guests you have invited.

**Parking**

Will parking be an issue? If so, please let us know where you would like guests to park, so we can inform them in advance.

