

## RIBBON CUTTING GUIDELINES

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

Ribbon cuttings should be scheduled at least **one month** in advance. Complete the Ribbon Cutting Request Form by providing three date and time preferences for your Ribbon Cutting. Once your request is received, the Chamber will coordinate your date selection to ensure that there are no conflicts with the Chamber calendar, which may detract from your ribbon cutting. Please contact us at (678) 610-4021 with any questions.

### Time

Ribbon cuttings generally take place Monday – Friday between 9:00 AM and 4:00 PM.

### Send Invitations

Although not necessary, attendance at your event may be more successful if you send out an invitation in writing. The Chamber will provide you with a suggested VIP list, which includes the media, elected officials, and Chamber leadership. You may also purchase mailing labels that include all Chamber member main representatives (600+ businesses) for \$75 (a 50% discount from the regular purchase price).

### 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 one hour. 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 should their schedules permit. Those who can attend 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, 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 and if scheduled thirty days in advance, it will be published in the Clayton News Daily on the monthly "Chamber Page". It is recommended that you send a press release out to local media that were not able to attend your ribbon cutting.



RIBBON CUTTING REQUEST FORM

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

Ribbon cuttings should be scheduled at least **one month** in advance. After this form is received, you will be contacted by 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.

**IMPORTANT:** ONCE YOUR RIBBON CUTTING HAS BEEN APPROVED AND THE NOTICE HAS BEEN EMAILED AND/OR SCHEDULED ON OUR WEBSITE CALENDAR, WE WILL NOT RESCHEDULE THE EVENT. ONLY CANCELLATIONS WILL BE ACCEPTED.

Please fax this form to:

**Clayton County Chamber of Commerce  
678-610-4025**

**Approval**

The above referenced ribbon cutting is approved for the following:

Date		Time	
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**Signature**

**Date Approved**