

Ribbon Cutting Information

Let us help you celebrate your organization!

Ribbon Cutting Ceremony Policies

1.) Scheduling & Availability:

Ceremonies may be scheduled Monday through Friday between 8:30 a.m. and 5:30 p.m. to ensure maximum attendance from the business community. Ribbon cuttings will be scheduled **at the Chamber's discretion** based on staff availability and existing commitments.

2.) Advance Notice:

Ceremony dates cannot be finalized until a Ribbon Cutting Request Form is completed and an initial scheduling conversation has taken place. **This conversation should occur at least three weeks prior to the desired ceremony date.**

3.) Eligibility:

Ribbon cuttings are offered **exclusively for Chamber members**. A qualifying ceremony includes the opening of a business, major renovations, a significant benchmark or anniversary, or a change in ownership. If you're unsure whether your event qualifies, please contact the Chamber for clarification.



Ribbon Cutting Info/question sheet

Questions to Guide Conversation:

- Will you have business tours?
- Are you providing food? Would you like our list of Chamber members who cater?
- Are there special parking instructions?
- Are you having door prizes/giveaways?
- Is this part of another event? (ie. Anniversary party, etc?)
- Are you inviting...neighbors, vendors, clients, local officials, contractors, state/federal officials?

The Columbia Montour Chamber of Commerce will provide:

- Invitations to all members via Chamber platforms
- Master of Ceremonies
- Ribbon & Scissors
- Consultation on Service Offerings

PREMIUM RIBBON CUTTING OFFERINGS

A decorative graphic featuring a teal ribbon that flows across the top of the page, with a pair of silver scissors positioned in the center, as if cutting the ribbon.

***COST TO MEMBER: \$250
\$500 VALUE***

- **Ribbon & Ceremonial Scissors**
- **Master of Ceremonies**
- **Promotional Materials**
- **Chamber will take the Photo**
- **Agenda Planning**
 - *The Chamber will develop the agenda for the event*
- **Elected Officials Invitation**
 - *Sent before the event to invite local elected officials to attend*
- **Media Advisory**
 - *Sent before the event to invite the media to attend*
- **Event on Website and inclusion in Wednesday Newsletter**
- **Press Release**
 - Written By Chamber Staff
 - Sent to the media after the event and included in our Digital Newsletter Headline
- **Framed Ceremony Photo**

CLASSIC RIBBON CUTTING OFFERINGS



COST: FREE
\$250 VALUE

- **Ribbon & Ceremonial Scissors**
- **Master of Ceremonies**
- **Promotional Materials**
- **Agenda Planning**
 - *The Chamber will help develop the agenda for the event*
- **Elected Officials Invitation**
 - Sent before the event to invite local elected officials to attend
- **Event on Website and Invites sent through Wednesday Newsletter**

