

RIBBON CUTTING & GROUND BREAKING GUIDELINES

The Dayton Area Chamber of Commerce is delighted to help your business celebrate this milestone!

This is a complimentary service to all Chamber Plus members. The cost for this service for Basic Chamber members is \$100.

To inquire, please fill out the contact form on our website: DaytonChamber.org -> 'Services' -> 'Ribbon Cuttings & Grand Openings' or contact us at 937.226.1444 or info@dacc.org.

DaytonChamber.org

DAYTON
Dayton Area
Chamber of Commerce



OUR ROLE

We will announce the event via email to Chamber Ambassadors, board members and DACC members. We will post the event to our Facebook and website calendar. We will provide the ceremonial scissors and ribbon, in addition to photographing the event and inviting public officials. We will also create and distribute a press release to the local media if requested.

YOUR ROLE

You will set the time and date of the event, while coordinating with the DACC to avoid any conflict. You will send the invites and determine which public officials to invite. You will generate the press release, unless requested for the DACC to do so. You will prepare an agenda and provide any and all refreshments and decorations. You will provide background information about the business to help participants.



HELPFUL HINTS

- Give yourself plenty of preparation time. 3 - 4 weeks will allow optimum chamber participation.
- Keep in touch with the chamber as your plans progress and if you have any questions.
- People typically wait until the last minute, or will show up without an RSVP.
- Provide some sort of light refreshment such as coffee, water or assorted finger foods.
- Considering using balloons outside to help attendees locate the building/event.
- Have plenty of brochures, business cards, handouts, or promotional items available.
- For your invitations, be sure to include who, what, where, why and when, as well as an RSVP method to help plan accordingly for refreshments.
- Create an agenda to help organize the actual cutting of the ribbon/breaking of the ground, the introduction of the speakers, introduction of the company president/employees, congratulatory/thank you remarks and the extended offer to the guests to tour the facility.