

## RIBBON CUTTING & GROUNDBREAKINGS

A special event is the perfect way to celebrate a business milestone.

Chamber staff members are happy to help you celebrate the following:

- **New Business**
- **New/Remodeled facility**
- **New location**
- **Business Rebranding**
- **Construction Groundbreaking**

Special event assistance is available without charge to Chamber Plus members.

**The cost to Basic Chamber members**

**is \$100.** Not a member, but want to join?

Read about your membership options and the benefits available here.



### Scan QR Code

To learn more, visit [daytonchamber.org/services/chamber-programs](http://daytonchamber.org/services/chamber-programs) or contact *Alainna Haupt* at [ahaupt@dacc.org](mailto:ahaupt@dacc.org) or 937-226-8283.

### The chamber will provide

- Email an invitation to chamber volunteers & our Board of Trustees
- Email an invitation to the appropriate elected officials
- Create & send a press release to local media outlets
- Post the event to the Event Calendar at [DaytonChamber.org](http://DaytonChamber.org)
- Provide the ceremonial scissors & chamber-branded ribbon
- Choose a staff member to speak at the event on behalf of the chamber

### Your role:

- Set the time & date of the event
  - (Coordinated with the chamber to avoid event conflicts)
- Prepare an agenda with speakers from your business
- Provide decorations and refreshments

### HELPFUL HINTS

- Give yourself plenty of preparation time. Chamber members typically like to see an event on the calendar 3-4 weeks ahead.
- Keep in touch with the chamber as your plans progress and if you have any questions.
- Keep in mind that people typically wait until the last minute to RSVP and will sometimes show up without registering at all.
- Consider using balloons or signage outside to help attendees locate the building/event.
- Have plenty of brochures, business cards, handouts or promotional items available to help attendees get to know and remember your business.
- Remember that the media is unpredictable. Whether they attend your event depends on many factors, and breaking news may scrap their plans to cover your event at a moment's notice.
- Your agenda should include an introduction for each of the speakers and congratulatory/thank you remarks.
- Consider allowing a chance for guests to tour your new space.