



## Ribbon Cutting Ceremony

### Why Should I Host a Ribbon Cutting?

*Examples:* New Chamber Member - Opened a New Business – Business Rebranding  
Bought an Existing Business - Remodeled Business Location - Launching a New Exciting Product

### Who may request a Ribbon Cutting? How is it requested and scheduled?

- Members and non-members may request ribbon cuttings.
- Non-members requesting a Ribbon Cutting must be located within the Fountain Valley area. Contact Chamber for more information.
- **Ribbon Cutting Request Form must be submitted to the Chamber at least four (4) weeks prior to the date of your ribbon cutting.** This allows for maximum print exposure.
- You will be notified after receipt of the form to confirm your event.

### Host Responsibilities:

- Host is responsible for all costs incurred such as food, beverages, outside advertising, etc. Refreshments are not required, but highly recommended.
- Giveaways are a great way to further promote your business and capture return business, but are not a requirement.
- Be creative and most of all, **have fun!** This is your event and your opportunity to let the community know all about your business.
  - TIPS:
    - Attendance of chamber members varies. The true value is actually the free publicity received in the form of announcements at chamber events, notice in our eNewsletter, and on Facebook. I

### Chamber Responsibilities:

- A Chamber representative (staff or board member) will arrive at least 15min before the actual Ribbon Cutting Ceremony and will bring our large gold scissors and ribbon. The representative will welcome the group, arrange the ribbon cutting, then have the host say a few words.
- For Chamber members only: Your ribbon-cutting photo and company name will be featured in the Chamber's weekly publication. Your event will be listed on the Chamber's website calendar.
- The Chamber will notify our Ambassadors, Chamber Board members, as well as the general membership and community of your upcoming ribbon cutting.
- The Chamber will take pictures.

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## Ribbon Cutting Request Form

Today's Submission Date:

Day and Date of Event \_\_\_\_\_

Event Start and End Time: \_\_\_\_\_

Ribbon Cutting Time: \_\_\_\_\_

Reason for Cutting:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Location of Ribbon Cutting: -

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: www: \_\_\_\_\_

Description/Type of Company/Business (one sentence):

\_\_\_\_\_

Signature granting authority to Contact Person to coordinate this event.