



## Ribbon Cutting / Ground Breaking / Open House Request Form

Member Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Date: \_\_\_\_\_ (Tuesday or Thursday Only – 2 week notice is preferred)

Requested Time: \_\_\_\_\_ (Tuesday - 10:00 am or 2:00 pm and Thursday – 10:00am)

Will Refreshments be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

### What the Chamber Does:

- Sends out a broadcast email to Ambassadors, Chamber Board Members, local Media and City/County official to notify them of your opening
- Promotes the event beforehand on website and on our calendar (subject to deadline)
- Provides the ribbon and scissors or shovels if applicable
- Attends the event and takes pictures – Photos emailed to you upon request
- Typically our Ambassadors and a representative from the Chamber staff attend. On occasion, the Chamber President, Chairman of the Board, Mayor and other elected officials attend.
- Publicizes the event with photo in the *News and Views*.

### What the Company Does:

- Choose a date for the event (from a list of available dates provided by the Chamber) – Please coordinate this with the Chamber well in advance to ensure strong attendance. (A two week notice is preferred)
- Determine a list of invitees (The Chamber invites the Membership as well as the Media and local elected officials; however, we recommend that you extend an invitation to any VIPS's, friends, family members or elected officials)
- Invite the Media – *The Covington News, Newton Citizen, Atlanta Journal Constitution*
- Provide refreshments for those in attendance – this is entirely up to you
- Prepare an agenda (We strongly encourage you to prepare an agenda, even if it's just a back-of-an-envelope kind of thing. These events run much more smoothly with an agenda)

### Keep In Mind:

- The further ahead you book your event, the more publicity we can give.
- Ceremonies are held on Tuesday at 10:00 AM or 2:00 PM or Thursday at 10:00 AM (Tuesday ribbon cuttings typically have a much stronger attendance)
- Keep in touch with the Chamber as your plans progress
- Expect approximately 10-15 guests on behalf of the Chamber (Ambassadors, Board Members, Chamber Staff)

**Please understand that the Chamber will do everything possible to assist in making this a successful event. We can not insure attendance by public officials and Media. Nor, can the Chamber guarantee the coverage in the local newspapers.**