



RIBBON CUTTING GUIDELINES

AND HOW RIBBON CUTTINGS WORK?
CONNECT | ADVOCATE | EDUCATE

425 Spring St, Columbus

columbustexas.org

979.732.8385

The **Columbus Chamber of Commerce** is looking forward to celebrating your success by coming alongside you for a ribbon cutting ceremony!

Ribbon cutting celebrations are a chance to showcase your business and its success and are meant to be personalized to fit your needs. The information below outlines how we will work with you to create the perfect event.

RIBBON CUTTING CEREMONIES MAY BE HELD FOR:

- New Businesses
- New Locations
- Expansions or Remodeling of Locations
- Change of Ownership
- Large Milestones/Anniversaries (5th, 10th, etc.)

*Note: For other milestones, please reach out to the chamber to discuss scheduling a celebration.

SCHEDULING A RIBBON CUTTING

Ribbon cuttings will be hosted Monday – Friday between 9 AM and 4 PM. Ribbon cuttings hosted Wednesday – Friday see higher attendance rates from elected officials and the business community. Whenever possible, businesses are encouraged to schedule ribbon cuttings between two weeks and six weeks ahead of their desired date. Contact the Chamber directly if special accommodations are needed.

To schedule the ceremony, reach out to the chamber to discuss eligibility of the occasion, dates and availability, ask your questions, etc. You will then complete a Ribbon Cutting Information Form with information about your business and the event that will assist with planning and a smooth flow of the event.

To get the most out of your Chamber membership, get in touch with us at 979.732.8385 or email us at assist@columbustexas.org



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ONCE THE RIBBON CUTTING IS SCHEDULED

- **THE CHAMBER WILL:**

- Create official event on Facebook weeks prior to your event
- Invitation sent out to the Board of Directors. Please note that we cannot guarantee their attendance, it is only a request
- Contact Chamber Ambassadors & Staff to encourage their attendance
- Supply notice of your Ribbon Cutting in Bi-Monthly Chamber Newsletter and on the Chamber Events Calendar
- Press Release sent to the Citizen and Banner Press a week prior to the event and press coverage at the event.
- Promote Flyer on Instagram and Facebook the week of the event
- Provide large ceremonial scissors and ribbon
- Take photo(s) to post to Chamber social media
- Live Radio Promotion on the Friday prior to the event

- **THE BUSINESS HOSTING WILL:**

- Provide chamber with logo and description of the business
- Fill out Ribbon Cutting Information Form attached to this letter
- Determine the kind of celebration they would like and express this to the chamber
- Order any food, drink, door prizes, giveaways, etc. desired for the celebration
- Promote celebration on the businesses social media
- Invite staff, family, customers, board of directors, friends, etc. to celebrate with as desired

For more information, contact:

Justice Alleway, Office/Tourism Assistant

assist@columbustexas.org

979.732.8385 office

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RIBBON CUTTING INFORMATION FORM

Available Dates : Monday - Friday

Available Times: 9AM - 4PM

***Out of respect for our staff, the Chamber does not offer services outside of these hours**

Schedule with the Chamber office a minimum of 2 weeks in advance. Please confirm with the Chamber prior to inviting corporate guests.

Send high quality (300 dpi) logo in .JPG or .PNG format.

The Chamber will provide the ribbon, ceremonial scissors, and a certificate.

The Chamber will take photos for Chamber publications and invite the Chamber Board.

The Chamber can only guarantee the attendance of one Chamber staff representative.

INFORMATION

Company Name: _____

Contact Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Address: _____

Describe your business in 2 sentences: _____

Description of Event: Grand Opening Open House Food and Drink Prizes

Reason for Event: New Business New Location Anniversary

Date of Event: _____ Time of Event: _____

Address of Event: _____

CC ONLY:

Event Calendar: Newsletter: Facebook Event: Facebook: Instagram: Press Release:

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