



Ribbon Cutting Information & Procedures

How businesses/organizations qualify to receive a ribbon cutting:

- Chamber member in good standing (i.e. paid for at least one year of membership)
- Paid \$100 ribbon cutting fee
- Coordinate date at least 3 weeks ahead of time with Chamber Executive Director
- Complete Ribbon Cutting Request Form

Purpose of a ribbon cutting:

- Recent opening
- Expansion and/or new location
- Anniversary celebration
- New owners

Chamber responsibilities:

- Invite media (print and television), dignitaries (County, City/Town elected officials and staff), Chamber Board members and Chamber ambassadors (approximately 20-30 individuals)
- Before the event, invite additional individuals as requested on ribbon cutting form (ex. all Chamber members, and public via social media)
- Assist with development of agenda/program/presentation, if needed
- Provide sandwich board "Ribbon Cutting Today" with Chamber logo and slot for time
- Provide scissors, ribbon and confetti (if appropriate/requested)
- Provide speaker and microphone system, if appropriate and suitable to the location (must have access to electricity)
- After the event, post on Chamber social media channels, and share photo and business information with Chronicle Independent
- After the event, provide one or more electronic photos of the ribbon cutting for the members' personal use
- After the event, add to Chamber's ribbon cutting page
- Include in upcoming member newsletter
- Schedule the business/owner for an upcoming KC Chamber Chats podcast recording



Member responsibilities:

- Work with the Chamber Executive Director on a date that suits both parties (note: we recommend that ribbon cuttings be held during business hours, 8:30 a.m. – 5 p.m., Monday – Friday; in our experience there is better attendance during these times; if you would like to schedule something in the evening or on the weekend, the Chamber may likely not be able to participate).
- Invite all of your staff, clients/customers, vendors, neighboring businesses, family and friends
- Notify no later than 48 hours before, if ribbon cutting cannot be held, and forfeit \$100 fee
- If desired, work with the Chamber on coordinating the agenda/program/presentation for speakers and timing
- Consider light refreshments (note: in our experience, people attending ribbon cuttings eat very little; any refreshments you offer should suit the time of day or year (i.e coffee in the morning or in winter; lemonade and ice tea in the summer, etc.)) If you would like to host attendees for lunch or heavy hors d'voures, you MUST use a caterer who is a Chamber member (see listing on Chamber Directory at <https://business.kershawcountychamber.org/list/Search/caterer-category-304805>)
- Consider adding festive décor, such as balloons, etc., music (in the background), and/or a giveaway, such as a gift card to your business, discount on your service, gift basket, etc.
- Have FUN! It's a great celebration!