



Chamber Ribbon Cutting Guidelines

We know you have reasons to celebrate, and the Chamber wants to help! Complimentary ribbon cutting ceremonies are available to our members in good standing. Members will receive an in-person event where you can show off your business to Chamber Ambassadors and the community! The news will also be shared on our social media channels; with more than 28,000 followers, your ribbon cutting post is a great way to share your good news with the Springfield community!

What qualifies for a ribbon cutting?

- Grand Openings & Re-Openings
- Expanding or Remodeling your place of business
- Significant Anniversary (1 year; 5 years; 10 years; 25 years; etc.)
- New Ownership
- Rebranding or Significant Name Change
- Groundbreaking
- New Chamber Member

What the Chamber provides:

- Invite Chamber Ambassadors to the ribbon cutting.
- Add the event in the Chamber Calendar available to all Chamber members.
- Arrive at your location 10-15 minutes before the scheduled ribbon cutting to set up and introduce you to the Ambassador chairman.
- Provide giant scissors, a ribbon to cut, and confetti cannons (if requested)
- Attend the Ribbon Cutting and take photos at ceremony.
- Post the event to Chamber social media channels and share the news in our monthly newsletter sent to the entire membership. See example [here](#).

If you are interested in holding a ribbon cutting for your business, please review the following guidelines:

- Submit form at least 2-3 weeks before your desired date for scheduling purposes. Dates will not be held or added to the Chamber calendar until the ribbon cutting request form is completed in full.
- Ribbon Cuttings are held **Tuesday or Thursday at 11:00am or 4:00pm.**
- Ribbon Cuttings are NOT offered on days of Chamber Events (Good Morning Springfield, 1st Thursday of the month/ Business After Hours, 2nd Thursday of the month).
- No more than one ribbon cutting will be conducted on the same day.

To take advantage of a ribbon cutting, please complete the "Ribbon Cutting Request Form"



Chamber Ribbon Cutting Request Form

Information for internal communication purposes:

Contact name and title: _____

Phone number: _____

Email address: _____

Information for publication:

Company Name: _____

Speaker Name and Title: _____

(Name of individual(s) who plan to speak at the ceremony on behalf of the company)

Physical Address of Ceremony: _____

Website: _____

Business Facebook page: _____

Business LinkedIn page: _____

What date and time are requested? _____

(Please schedule at least two weeks in advance. Tuesdays and Thursdays at 11:00 am or 4:00 pm are preferred)

Briefly describe what your organization is celebrating: _____

Reason for Ribbon Cutting (Please select **all** that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> New Chamber Member | <input type="checkbox"/> Expansion/ Remodel | <input type="checkbox"/> Anniversary (___ years) |
| <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Rebrand | <input type="checkbox"/> New Ownership |

Do you plan to provide food and drink at the event?

- Yes No

Do you plan to hire a photographer? (Chamber Staff will take [photos](#) at the event but not professional quality)

- Yes No

Would you like complimentary confetti cannons at the event?

- Yes No

** We provide ribbon and large scissors, but you are welcome to supply your own ribbon if you would like a custom color and size

** It is encouraged to invite business partners, employees, customers, vendors, board members, friends, and family to the occasion

Please send your completed form, photos of your office space and team members, and logo to:

Olivia Flax

olivia@springfieldchamber.com

Direct: (417) 450-6755