

Chamber Ribbon Cutting Guidelines

We know you have many reasons to celebrate, and we're here to make it special! As a valued member in good standing, you're eligible for a complimentary ribbon cutting every five years to showcase your business to Chamber Ambassadors and the community. Need more celebrations within that timeframe? Additional ribbon cuttings can be booked as enhanced events.

What qualifies for a standard ribbon cutting?

- Grand Openings & Re-Openings
- Expansions or Remodels
- Significant Anniversary (5, 10, 25 years, etc.)
- New Ownership
- Rebranding or Significant Name Changes
- Groundbreakings
- New Chamber Membership

What the Chamber provides:

- Sends invitations to Chamber Ambassadors to attend your event.
- Arrives 10–15 minutes early to set up and introduce you to the Ambassador Chairman.
- Supplies giant scissors and a ribbon for the ceremony (you may provide your own ribbon in a custom color or size if desired).
- Attends the event and captures photos of the celebration.
- Shares the ribbon cutting on the Chamber's social media channels, reaching over 30,000 followers.

Scheduling Guidelines:

- Submit the form at least two to three weeks in advance. **Please note that your ribbon cutting is not officially scheduled until the completed form is returned.**
- Ribbon cuttings are scheduled for Tuesdays or Thursdays at 11 a.m. or 4 p.m.
- Only one ribbon-cutting ceremony per day; not available on Chamber event days.

Enhanced Ribbon Cutting Option – \$100

Elevate your celebration with our Enhanced Ribbon Cutting, which includes:

- **Social media content:** Chamber staff will create and share an Instagram reel of your event, in addition to our standard post.
- **Confetti cannons:** Optional confetti cannons add a festive touch to your ceremony.
- **Public calendar listing:** Your event will appear on the Chamber's public calendar for greater visibility.
- **Newsletter feature:** Your ribbon cutting will be highlighted in our "This Week at the Chamber" e-newsletter, reaching more than 7,500 local business contacts the week of your ceremony.
- **Photo access:** All photos taken by Chamber staff will be available to you via an Adobe link.
- **VIP invitations:** Our team can assist in sending invitations to VIP guests.

Enhanced ribbon cuttings are complimentary for Legacy of Leadership sponsors and members of the board of directors. Each new member is eligible for one standard ribbon cutting, with an additional complimentary standard ceremony every five years.

To host 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 |

Would you like the Enhanced Ribbon Cutting? (\$100 fee applies) see benefits on the previous page.

- Yes No

If you select the Enhanced Ribbon Cutting Package you will be invoiced; payment must be received prior to the ribbon cutting.

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

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