

Congratulations! If you are reading this, you must be celebrating the opening of a new business or the expansion/relocation of an existing business in Douglas County. We are excited for your success and appreciate the opportunity to help you mark this momentous occasion! We hope the following information is helpful to you. A ribbon cutting is the ceremonial opening of a brand-new or newly-renovated/relocated business. It can inaugurate a business's first day of business, celebrate a relocation, renovation or special anniversary. And, yes, you actually cut a ribbon!

- **Chamber Ribbon Cuttings *must be* scheduled 2-3 weeks in advance for marketing purposes.**
- **You must submit this form and a chamber staff person will confirm the next available date with you.**
- **Submitting the form does not guarantee the date.**
- **The Chamber cannot assist with events scheduled on weekends and holidays.**
- **Ribbon Cuttings are held on Wednesdays & Thursdays at 11:30 am.**

### **What happens at a Chamber Ribbon Cutting?**

Traditional ribbon cuttings follow this agenda:

11:30 a.m. Guests Arrive

11:35 a.m. Ribbon Cutting Ceremony begins

Actual cutting and photo-op

Chamber representative welcomes your business to the Chamber/community

Recognition of elected officials (if present)

Owner remarks from business owner/representative

11:40 a.m. Guests invited for facility tours, refreshments, general announcements, etc.

End of Ribbon Cutting Ceremony

### **What does the Chamber do for my ribbon cutting?**

The Douglas County Chamber will gladly:

- Invite the Chamber Board of Directors, Diplomats, local elected officials and press
- List your ribbon cutting on the Chamber's Facebook, Twitter, and weekly emails
- Provide you with the ribbon and bring the official ribbon-cutting scissors
- The Chamber will publish a photo and press release documenting your ribbon cutting on our Facebook, Twitter, and Instagram feeds, and spotlight in the Chamber Weekly email. We will also submit to Chapel Hill News & Views, DC23, Citi TV, Douglas County Sentinel, Douglasville Patch, Neighbor Newspaper, but cannot guarantee publication in outside news outlets.

### **What do I do for my ribbon cutting?**

- ✓ **Complete and return the Chamber's Ribbon Cutting Registration Form on the next page.**
- ✓ **Confirm your date and time with the Chamber.**
- ✓ **Decide who will actually cut the ribbon.**
- ✓ **Prepare your remarks for the ceremony.**
- ✓ **Invite business associates, family and friends to be a part of the occasion.**
- ✓ **Consider other details to enhance your event.**

Refreshments, drinks, door prizes, and decorations are all optional and up to you. Many businesses add these extra touches when conducting a public grand opening in conjunction with the ribbon cutting; however, it is not mandatory.



## Douglas County Chamber Ribbon Cutting Registration Form

Name of Business: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_ Contact cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event:      \_\_\_\_\_ Ribbon Cutting      \_\_\_\_\_ Ground Breaking      \_\_\_\_\_ Anniversary  
                         \_\_\_\_\_ Open House      \_\_\_\_\_ Relocation      \_\_\_\_\_ New Chamber Member

Preferred Dates: Date 1 (most preferred): \_\_\_\_\_ Date 2: \_\_\_\_\_

(Please remember: Wednesdays and Thursdays only at 11:30 a.m.)

**Please provide a paragraph of information about your business. This information will be used to write your press release. Please include any information you would like printed about your business.**

Consider: What product/services does your business offer? Who do you serve?

**Physical Address and Directions to Your Business from I-20:**

**Is there anything special you are doing for the event (refreshments, giveaways, coupons, discounts, etc)?**

This is not required, but if you are, please let us know so we can promote it!

**Form Submission:**

*Please submit the completed Ribbon Cutting Registration Form at least two weeks prior to your event.*

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Questions? Contact Whitney Constien at [constien@douglascountygeorgia.com](mailto:constien@douglascountygeorgia.com) or 770.942.5022