



Ribbon Cutting Ceremony

Why Should I Host a Ribbon Cutting?

Examples: New Chamber Member - Opened a New Business –
Bought an Existing Business - Remodeled Business Location - Launching a New Exciting Product

Who may request a Ribbon Cutting? How is it requested and scheduled?

- Members and non-members may request ribbon cuttings.
- Non-members requesting a Ribbon Cutting must be located within the Tri-Lakes area. Contact Chamber for more information.
- Ribbon Cutting Request Form must be submitted to the Chamber (Rachel@trilakeschamber.com or fax to 719-481-1638) at least four (4) weeks prior to the date of your ribbon cutting. This allows for maximum print exposure.
- You will be notified after receipt of the form to confirm your event.

Host Responsibilities:

- Host is responsible for all costs incurred such as food, beverages, outside advertising, etc. Refreshments are not required, but highly recommended.
- Door prizes are a great way to further promote your business and capture return business, but are not a requirement.
- Be creative and most of all, have fun! This is your event and your opportunity to let the community know all about your business.
 - TIPS:
 - Attendance of chamber members varies, but typically is 5-20. The true value is actually the free publicity received in the form of announcements at chamber events, notice in our eNewsletter, eBlasts and Facebook posts. If someone did not attend, they still know about your business.
 - We recommend the event occur either over the lunch hour (11:30–1:00 pm) or late afternoon/after business hours (4:30–6:00 pm).
 - This is not an event for chamber members only, but everyone. We encourage hosts to invite customers, family, friends, colleagues and media.

Chamber Responsibilities:

- A Chamber representative (staff, ambassador or board member) will arrive at least 15min before the actual Ribbon Cutting Ceremony and will bring our three-foot scissors and requested color of ribbon. The representative will welcome the group, orchestrate the ribbon cutting, then have the host say a few words.
- For Chamber members only: Your ribbon-cutting photo and company name **will be featured in the Chamber's** monthly publication in the Tri-Lakes Tribune and Snippetz. Your event will be in our weekly eNewsletters and **listed on the Chamber's website** calendar.
- The Chamber will notify our Ambassadors, Chamber staff and Chamber Board members, as well as the general membership and community of your upcoming ribbon cutting.



TRI • LAKES
 CHAMBER OF COMMERCE
 AND VISITOR CENTER

- Member
- Non-Member

Ribbon Cutting Request Form

Today's Submission Date: _____ Day and Date of Event _____

Event Start and End Time: _____ Ribbon Cutting Time: _____

Reason for Cutting: _____

Company Name: _____

Location of Ribbon Cutting: _____

Color of Ribbon: Red Navy Blue Purple Gold Silver Green

Contact Person: _____ Phone: _____

Email: _____ Website: www: _____

Description/Type of Company/Business (one sentence):

Will you be taking photographs? Yes No Name of photographer: _____

Photographer Email: _____ Phone: _____

Signature granting authority to Contact Person to coordinate this event: _____

- Members Only: Your ribbon cutting announcement will be published on our website at www.trilakeschamber.com, in the weekly eNewsletter, and in local publications. If you would NOT like for this information to be published, please check here.

Enjoy the Benefits of Membership

Event promotion is one of the many value-added services to members of the
 Tri-Lakes Chamber of Commerce.

If you are not a member and would like information on joining, contact our office at 719-481-3282.

166 Second Street • PO Box 147, Monument, CO 80132 • Phone 719-481-3282 • Fax 719-481-1638

www.trilakeschamber.com

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