



Junction City Area Chamber of Commerce **RIBBON CUTTINGS**

Celebrate Your...

- Grand Opening (within 1 year of opening)
- New Location
- New Owner
- Renovation/Expansion

Must be a member of the Chamber in good standing.

The Chamber will...

- Provide a staff member to facilitate your ceremony
- Provide large ceremonial scissors and ribbon
- Invite Chamber members, Board of Directors, City/County Officials, and Press
- Create a flyer and market your event through emails, website and social media
- Take a photo of your ribbon cutting to be posted to the Chamber's social media

Planning your Ribbon Cutting...

- **Ribbon cuttings should be planned a minimum of 3 weeks in advance.**
- **Business must be fully operational for 3-6 weeks before Ribbon Cutting is held.**
- **Ribbon cuttings are typically held Tuesday - Friday between 9 am - 4 pm.**
Based on our experience, events held during standard business hours tend to have the best turn out. We are not able to facilitate ribbon cuttings on the same day/time as a scheduled chamber event. Please review the Chamber's events calendar and discuss with Membership Director when selecting your date. The Chamber cannot guarantee attendance at your event, but will send out invitations in an attempt to get the above mentioned to attend.
- You may want to consider hosting an open house in conjunction with your ribbon cutting ceremony. Invite your customers/clients, neighbors, family, friends and colleagues, promote your event on social media, and to other groups you may be a part of.
- You may also want to consider offering event-only discounts, door prizes and/or other giveaways. Please be sure to include this information on the Ribbon Cutting Information Form to help us better promote your event.

Questions? Contact the Chamber at 785-762-2632 or via email at Jordan@jcacc.org

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Things to Consider

Who will cut the ribbon? The owners or top executives most frequently do the honors, but each business is different and may pick whomever they would like.

When will you hold your event? We find that Tuesday - Friday, mid to late afternoons draw the largest crowds. We cannot assist with events scheduled on weekends or holidays.

What do you wish to share when you speak just after the ribbon is cut? You can thank those who helped you along the way, talk about how you came about owning/updating/moving, and share any specials or upcoming events. Please limit your speech to 3-5 minutes.

How you can maximize this event. Consider sending a special invitation to your customers/clients, offering a drawing or raffle to collect business cards you can use to build your database

Refreshments, drinks, door prizes, and decorations are optional and up to you. Keep in mind, however, that ribbon cuttings are typically short and sweet and will last only 15-30 minutes.

Ribbon Cutting Information Form

Event Type: Grand Opening Relocation Expansion/Renovation New Ownership

Requested Date/Time: _____

Company Name: _____

Contact Phone: _____ Contact Email: _____

Location Address: _____

List any details that will be helpful for the flyer (the Chamber will create a flyer for the event unless you inform us you would like to create your own. Possible info for the flyer includes: refreshments, games, music, special door prizes, event-only offers, etc.): _____

Who is speaking for your company (please include names and titles): _____

Who will do the honor of cutting the ribbon (please include name and title): _____

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