



RIBBON CUTTING GUIDELINES



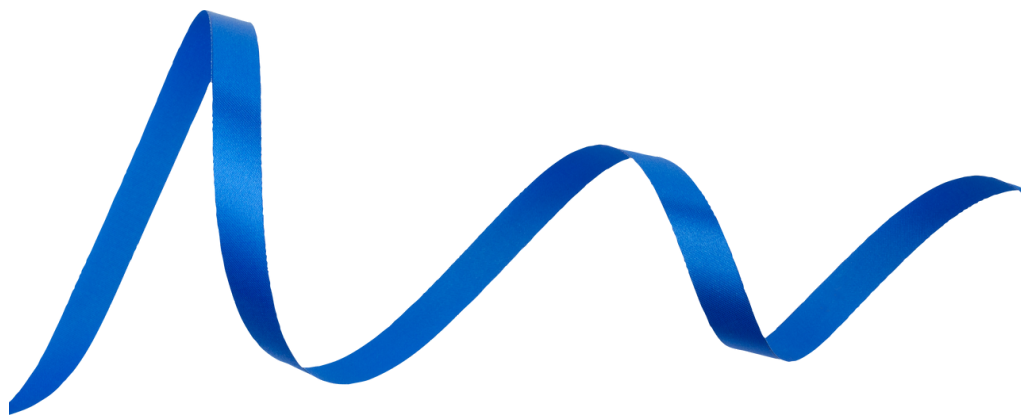
<https://www.laketravischamber.com/>

Guidelines



Ribbon Cuttings (RC) are for significant events at your business such as New Business, Anniversary, New Ownership, Relocation or Renovation/Expansion.





SCHEDULING

RC events may only be scheduled Tuesday-Thursday from 10:00am-5:00pm for Premier Memberships and above. The Chamber will not schedule the same day as other Ribbon Cuttings and cannot be held after 5pm, on weekends, or holidays. Events are scheduled upon availability and pre-registration is required with three weeks advance notice.

Basic and Non-profit Membership level ribbon cutting will be charged \$100 per event. Must be prepaid in advance of scheduling the event.

AGENDA

- 01 A Chamber representative will welcome everyone and introduce the owner/manager as well as Chamber Board & Staff, Ambassadors, elected officials in attendance, and member's invited guests.
- 02 Business owner is given the opportunity to explain the business.
- 03 Chamber representative will make remarks
- 04 Gather around a blue ribbon and scissors (Chamber provides these items)
- 05 Photos taken by a Chamber staff and posted on social media and losted in our Digital Newsletter.



INTEREST

WHAT TO SAY AT A RIBBON CUTTING

01

**Reason For
Ribbon Cutting**

02

**Short overview of
services**

03

**Quick history of
the business**

04

Introduce staff/ officers/ board members/ construction teams/ family/ anyone who played a key role.

HELPFUL TIPS



- It's a time to celebrate and food is a great way to get people to stick around & mingle. Don't break the bank by going overboard- the important thing is to introduce people to your business. We see everything from finger foods and snacks to catered, hot food. Totally up to you!
- Short and Sweet. No one wants to be gone from work for so long, so keep it simple.
- Promote and market through your own social media, invite family & friends, advertise, etc.
- Be creative by putting your personal touch on things to make it memorable!
- DO NOT stress about it - they are meant to be FUN! We want you to come away feeling the support of the Chamber and the business community.
- Outdoor photos are typically best to incorporate your logo/sign /marquee.
- SMILE for a practice shot during the RC photo. This is followed by the '3..2..1' countdown and CUT!

Stay Connected with Us



WHAT TO KNOW BEFORE REQUEST

01

Pre-registration for ribbon cutting is required with three weeks advance notice.

02

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03

Basic and Non-profit Membership level ribbon cutting will be charged \$100 per event. Must be prepaid in advance of scheduling the event.

04

The Chamber will not schedule the same day as other Ribbon Cuttings and cannot be held after 5pm, on weekends, or holidays.

05

Please fill out and submit the completed Ribbon Cutting Request Form to info@laketravischamber.com or turn in to the Chamber office.

RIBBON CUTTING REQUEST FORM



COMPLETE THIS FORM AND RETURN TO THE CHAMBER OFFICE.

PLEASE ALLOW 24-48 HOURS FOR PROCESSING. THANK YOU!

LakeTravis
Chamber
of commerce

Information

Company :

Requested Date : Requested Time:

Contact Name

Address :

Email : Phone :

Purpose for Ribbon Cutting

*Choose your membership type

- New Business Anniversary New Ownership Relocation
 Renovation/Expansion

Payment Details

Card Number :

Expire Date : CVS: BILLING ZIP:

Get In Touch!

(512) 387-3180

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