

Kinston-Lenoir County Chamber of Commerce Ribbon Cutting Ceremony Planning Guide

You've just opened your new business or are planning to commence construction for your new building. Perhaps you're expanding or under new management. You want to celebrate and have the community recognize your business' growth.

- **Contact the Chamber**

Call the Chamber (252) 527-1131 and confirm the availability of the Chamber staff. The more notice you give the Chamber, the more likely we will be able to accommodate your preferred date.

- **Set the Date**

As you get ready to make the announcement, set a date for your celebration. Make sure your business is ready for "show and tell." The Chamber will need at least three weeks notice in order to make the necessary arrangements. Ribbon Cutting Ceremonies are typically on a Tuesday, Wednesday or Friday.

- **Set the Time**

Set the time of your event based on the availability of you, your staff and the Chamber staff. Try to schedule either in the morning or towards the end of the day for better attendance. *The Chamber will help you determine time and date.

- **Invitations**

The Chamber will invite the following- A Chamber representative from a leadership role, Board of Directors, Chamber Ambassadors, Chamber staff and a representative from city and/or county government. We will work with you to decide if other chamber members should be invited and will send email invitations to the members selected.

- **Additional Invitations**

To personalize the event you may want to send your own invitations. Get the message out by any method to those that you wish to attend. Consider your family, friends, employees and others important to your business.

- **Plan Refreshments** (optional)

You may want to plan light refreshments for the event based on the time of day. This is a nice touch but certainly not a necessity. The Chamber can share with you what others have done in the past.

- **Program**

Prepare to tell about your business and to introduce your key staff members and others important to your business. Brief remarks are the norm. You may want to be prepared to show the attending guests around your facility immediately following the remarks and photo.

- **Scissors and Ribbon**

The Chamber will bring the camera, ribbon and scissors and help organize the group for pictures. You are welcome to take photos as well.

- **Publicity**

Your Ribbon Cutting will be posted on the Chamber Website and a * welcome banner provided to use at your location prior to the event. The Chamber will post a captioned photograph of your event on our website www.kinstonchamber.com. The photo will also run in the KLCCC *Business Update* that is published twice monthly in the Kinston Free Press.

That's it! Stress-free and lots of fun!

www.kinstonchamber.com

jbarwick@kinstonchamber.com

Ribbon Cutting is not confirmed until KLCCC receives completed agreement and confirms date and time. Cancellations and/or changes to the time and date must be made one week in advance

Welcome Banner may be displayed for up to 2 weeks before being returned to the Chamber. (The banner must be returned in its original condition or a replacement fee may be assessed.)