

RIBBON CUTTING INFO & REQUEST FORM

WHAT TO EXPECT:

1. The Chamber will provide specialty scissors, camera and ribbon for the ceremony for the photo op.
2. The Chamber will post the event on the Chamber website and promote it on social media sites (FB, LinkedIn, Twitter, Instagram)
3. Your ribbon cutting photo will be shared on the Chamber's social media sites.
4. The Chamber will send an invitation out to business leaders and media, Sandy Springs Community, and to all Chamber members and promote it in the Chamber's Newsletter.
5. The Chamber will also invite the Mayor and other city officials, but we **cannot** guarantee attendance.

IDEAS/CONSIDERATIONS:

1. Provide entertainment, hors d'oeuvres, refreshments and door prizes. Make it a networking event!
2. Have a drawing and collect business cards so you can follow-up with attendees!
3. Advertise on Social Media sites!
4. Be creative and have fun. This is an opportunity to let the community know all about your business.
5. Ribbon Cutting Ceremonies are held on Monday thru Thursday before 4:00 pm.
6. PLEASE NOTE: The member is responsible for inviting customers, family, friends, and colleagues.
7. We recommend the event occur between the following time slots:
 - **During Lunch** (11:30-1:30pm) Best for businesses with time-constraints & limited funds
 - **Late Afternoon** (3:00-4:00pm) If you would like to host an extended event and serve adult beverages.

We do **NOT** hold Ribbon Cuttings on the weekends. Member is responsible for all costs incurred such as food, beverages, outside advertising, etc.

HOW TO REQUEST:

- To get the best marketing for your Ribbon Cutting, requests must be received **30 days prior to the proposed dates.**

PREFERED DATES / TIMES:

Please fill out the information below and email back to: <mailto:tina@sandysprings.org> with 3 preferred dates, as well as preferred times. Also, check with our Events Calendar at www.sandyspringsperimeterchamber.com for any scheduling conflicts.

Company: _____ Address: _____

Contact Person: _____ Phone: _____ Email: _____

1st Choice: 2nd Choice: 3rd Choice:

Date: ___/___/___ Time: ___:___ Date: ___/___/___ Time: ___:___ Date: ___/___/___ Time: ___:___

The following questions will be used for marketing your special event:

Type of Event: (grand opening/anniversary, ground breaking, etc.) _____

If you are serving food, what type? (Ex: subs, pizza, hors d'oeuvres) _____

List door prizes for promotional needs: _____

Please provide your company logo and/or flyer to tina@sandysprings.org to be used in promoting the event.