



Ribbon Cutting

RIBBON CUTTING GUIDELINES AND REQUEST FORM

Overview

Ribbon Cuttings are a Kent Chamber of Commerce member benefit. They are usually planned for a business' expansion, relocation, grand opening, major anniversary, ground breaking or to welcome a new member to the Chamber. The following guidelines will assist you in planning a successful ribbon cutting.

Setting the Date

For planning and marketing purposes, ribbon cuttings should be scheduled at least **one month** in advance. Complete the Ribbon Cutting Request Form and provide three date preferences. Once your request form is received, the Chamber will coordinate your date selections with the Chamber calendar and try to accommodate one of your preferred dates. If none of your preferred dates can be accommodated, you will be contacted. *Once your ribbon cutting has been approved, a chamber staff member will contact you. Please contact Kyle Vasquez, Membership Director at membership@kentchamber.com or call (253)854-1770 with any questions.

Time

Ribbon cuttings are approximately one hour and can be scheduled Tuesday-Thursday 5-6 PM.

The Ceremony

A typical ribbon cutting is approximately one hour. Out of respect for your guests, it is important to start your ribbon cutting on time. Event starts at 5PM and the cutting of the ribbon will take place at 5:15 PM. Those who attend will often remain for refreshments, tours and networking.

Special Benefits for Members

The Kent Chamber will secure the Mayor of Kent or his/her representative to attend the ceremony. If desired, the Chamber can also secure the CEO, the Board President or their representative to welcome/congratulate the business.

The Chamber will also include notice of the event in emails and print newsletters sent to members, and on our website, www.kentchamber.com.

The Chamber will provide ribbon and ceremonial scissors for use during the event.

Basic Steps for Planning a Successful Grand Opening

Prepare a 3-5 minute introduction about your business.

Secure the business executives, managers and employees to attend the event. Clearly outline and communicate their role in the event such as: speaking at the event, or being prepared to converse with guests about the company and reason(s) for hosting the event. Assign 2 representatives from your company on who will be holding the ribbon during the cutting.

Hors d'oeuvres and beverages are usually served but this is your event, you can make it as grand or as simple as you like.

We encourage you to have give-a-ways or coupons for your guests.

Preparing and sending invitations to clients, vendors and the community.



KENT CHAMBER OF ♦ COMMERCE

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RIBBON CUTTING REQUEST FORM

FAX THIS FORM TO 253.854.8567 or EMAIL TO membership@kentchamber.com

Company Information

Company Name _____

Contact _____

Physical Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email Address _____

Web Address _____

Preferred Dates

First Preference _____ Time _____

Second Preference _____ Time _____

Third Preference _____ Time _____

Directions

For planning and marketing purposes, ribbon cuttings should be scheduled at least **one month** in advance. After this form is received, you will be contacted by a Chamber representative to discuss the details of your event. Please contact the Membership Director at membership@kentchamber.com or 253.854.1770 with any questions.