



## Ribbon Cutting Guidelines

Requests for Ribbon Cuttings should be made online by completing the online Ribbon Cutting Request Form and must meet the following:

1. **Must be a Chamber Member**
  2. **Reason for Ribbon Cutting**
    - a. Grand opening (within one-year of opening the business)
    - b. Relocation
    - c. Business milestone anniversary (1, 5, 10, 15, 20, etc....)
    - d. Expansion – business investment with job creation
    - e. New Owner
    - f. Event with President’s Club Sponsor (hosting organization must also be a chamber member)
    - g. Significant Remodel of Business
- Ribbon Cuttings are held Monday-Friday at 11:00 a.m. or 3:00 p.m. and should be scheduled at least two-weeks prior to the event.
  - The Chamber provides: Ribbon, Scissors, Emcee, PA System, and Photography. and photos will be posted to social media following the event as well as provided to the host.
  - Chamber will include the Ribbon Cutting information in weekly E-blast and create an event on Barren Inc. Facebook page. The host is welcome & encouraged to invite friends and family.

***If refreshments will be served, they are the responsibility of the host company.***

***Please note, Ribbon Cuttings with unconfirmed details one week prior to the event date are subject to cancellation.***

### Explanation of 11:00 or 3:00

1. Keeps the time consistent for members and ambassadors, easier to get them there
2. No later than 3:00 keeps the ribbon cutting from competing with a Business After Hours