

## **GUIDELINES**

Ribbon Cuttings (RC) are for significant events at your business such as New Business, Milestone Anniversary (5-10 -20 years ect), New Ownership, Relocation or Renovation/Expansion. The Chamber will not schedule the same day as other Ribbon Cuttings and/or pre-scheduled Chamber events, & cannot be held after 5:00PM, on weekends or on holidays. Events are scheduled based upon availability and **registration form is required with three weeks advance notice before event will be reserved.**

## **STANDARD: MEMBER BENEFIT**

Standard RC events may only be scheduled **Tuesday - Thursday from 10am & ending by 4pm** for Grow & Build Investors.

- *We will bring the BIG scissors, ribbon & camera for the ceremony.*
- *A Chamber representative will officiate your event.*
- *We will personally invite Ambassadors to attend.*
- *We will post the event on our Chamber calendar and Facebook.*
- *We will promote YOUR event in the monthly e-newsletter and at the monthly luncheon.*
- *We will provide you access to <https://storywithvideo.com> ribbon for a video of your event at a discount.*

## **ENHANCED RIBBON CUTTING: INFLUENTIAL INVESTORS ONLY**

Enhanced RC events may be scheduled **Monday - Friday 10am & ending by 5pm** for Influential Investors, Advocate and above.

- *We will bring the BIG scissors, ribbon & camera for the ceremony.*
- *The President/CEO of the Chamber will officiate your event (schedule permitting).*
- *We will personally invite Ambassadors to attend.*
- *We will post the event on our Chamber calendar and Facebook.*
- *We will promote YOUR event in the monthly e-newsletter and at the monthly luncheon.*
- *We will provide you access to <https://storywithvideo.com> for a professional video of your event at a discount or you can use your sponsorship credits.*

## **PREMIUM RIBBON CUTTING: \$500**

Busy running your business? Let us help you. Premium RC events may be scheduled **Monday - Friday 10am & ending by 5pm** for **any** Chamber member. Event must be paid for in advance.

- *We will bring the BIG scissors, ribbon & camera for the ceremony.*
- *The President/CEO of the Chamber will officiate your event.*
- *We will personally invite Ambassadors, Board of Directors, City & County Officials to attend.*
- *We will post the event on our Chamber calendar and Facebook.*
- *We will produce and run a banner ad throughout our website.*
- *We will provide an electronic membership mailing list so you can send out invitations.*
- *We will provide a list of caterers.*
- *We will share all photos via Dropbox link, taken at your special event along with a short video.*
- *We will promote YOUR event in the monthly e-newsletter before and after plus at the monthly luncheon.*
- *We will provide you access to <https://storywithvideo.com> for a professional video of your event at a discount.*
- *We will present you with a memorable framed matted photo post event, of your celebration.*
- *We will provide three dozen basic logo cookies & balloons*
- *We will provide two custom keepsake signage*
- *We will do a Facebook Live the day of your event*

## **AGENDA**

- A Chamber representative (Chamber President for Enhanced & Premium) will welcome everyone, introduce the owner/manager, Chamber Board, Staff, Ambassadors, and elected officials in attendance.
- Business owners are given the opportunity to introduce their business and introduce special guests.
- We will gather around the red ribbon and BIG scissors that we will provide.
- Chamber staff will take photos (Premium, photos shared with you) and post on social media and listed in our Digital Newsletter.

## **WHAT TO SAY AT A RIBBON CUTTING**

- Reason for Ribbon Cutting. What we are celebrating.
- Short overview of services provided.
- Quick history of the business and why you chose Bastrop.
- Introduce your staff, friends, family and 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 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! This is your party.
- 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, or building.
- SMILE for a practice shot during the RC photo. This is followed by the '1..2..3' countdown and CUT!

**COMPLETE THIS FORM AND RETURN TO THE CHAMBER OFFICE. EVENT DATE  
WILL NOT BE RESERVED UNTIL THE RESERVATION FORM IS RECEIVED.**

**PLEASE ALLOW 24 TO 48 HOURS FOR PROCESSING. THANK YOU!**

- Pre-registration for ribbon cutting is required with *three weeks' advance* notice.
- Standard RC events may only be scheduled Tuesday - Thursday from 10am & ending by 4pm for Grow & Build investment levels only.
- Enhanced & Premium RC events may be scheduled Monday - Friday 10am & ending by 5pm.
- Ribbon Cuttings cannot be held after 5 PM, on weekends or on holidays or on the same day as other ribbon cuttings.
- Please submit this completed form to [info@bastropchamber.com](mailto:info@bastropchamber.com) or turn into the Chamber office.

***Purpose for Ribbon Cutting:***

**Select one:**  New Business       Anniversary       New Ownership       Relocation

Renovation / Expansion

**Select one:**  Standard       Enhanced (Influential Investors)       Premium - \$500

Requested Date: \_\_\_\_\_ Optional Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address for Ribbon Cutting \_\_\_\_\_

*\*Note: Ribbon cuttings can be held at the Chamber office for those without a storefront or office*

Email Address: \_\_\_\_\_

Name of person or persons speaking: \_\_\_\_\_

People that need to be recognized at event: \_\_\_\_\_

Please describe any additional activities that will be taking place (i.e.: Grand Opening, Open House, Special Promotions, etc.) ***Please be as specific as possible. This will help in promoting your event.***

Signature \_\_\_\_\_ Date \_\_\_\_\_