

2021 Ribbon Cutting Information

Congratulations! If you are reading this, you must be celebrating the opening of a new business, anniversary or the expansion/relocation of an existing business in the Farmington Region. We are excited for your success and appreciate the opportunity to help you mark this momentous occasion.

What is a Chamber ribbon cutting?

A ribbon cutting is the ceremonial opening of a brand-new or newly-renovated/relocated business that has celebrated one of these within the last 6 months. It can inaugurate a business's first day of business or it can take place weeks after the business's soft opening. The Chamber will also consider ribbon cutting requests for renovation/expansion and anniversary celebrations.

Yes! You actually cut a ribbon. Each business decides where they would like to cut their ribbon. The most common location is the main entrance of the building but it can also be stretched across another important location within the business, especially during inclement weather.

Because the ribbon cutting marks a very significant moment in the business's history, this is also a great photo opportunity. Each business chooses the group, or groups, of people they want assembled for their photos. Furthermore, the ribbon cutting ceremony gives the business owner or manager a chance to say a few words to those gathered.

Business owners have used this time to publicly thank their financial backers, their employees, their friends and family, and/or their business partners. They also take the opportunity to talk about what their business does. You must be a new or current Chamber member in good standing for the Farmington Regional Chamber to endorse and help coordinate your ribbon cutting.

What are the benefits of holding a Chamber ribbon cutting?

By hosting a ribbon cutting, you can:

- introduce Chamber members to your business
- publicize your business within the local community
- generate possible leads and sales from attendees and those who heard about it

What does the Chamber do for my ribbon cutting?

We provide all of the following services absolutely free to Farmington Regional Chamber members as part of your member benefits! The Farmington Regional Chamber of Commerce will gladly:

- invite the Chamber Board of Directors and local government officials to attend
- promote your event through our online calendar, Facebook page, and eBlast newsletter along with live announcements during our monthly radio
- arrive at your location early to deliver your ribbon and official ribbon-cutting scissors
- welcome attendees and speak at your ribbon cutting, if you wish
- take a photo of your ribbon cutting and email it to you and to local media representatives following the event

Things to consider You can help make your ribbon cutting a success by giving thought to:

- Who will cut the ribbon? The owners or top executives most frequently do the honors, but each business is different and can pick whomever they like
- What you wish to share when you speak, just before the ribbon is cut. Please limit your speech to 3 minutes.
- How you can maximize this program. Consider sending a special invitation to your clients, offering a drawing or raffle to collect business cards to build your database.

Refreshments, drinks, door prizes, and decorations are all optional and up to you. Many businesses add these extra touches when conducting a public grand opening in conjunction with the ribbon cutting. Keep in mind, however, that ribbon cuttings are typically short and sweet. ***The typical ribbon cutting event will last only 15-30 minutes.***

2021 Ribbon Cutting Information Form

– Complete this form and return it to the Chamber office –

- Chamber Ribbon Cuttings must be scheduled at least 2 weeks in advance.
- The Chamber can only host two ribbon cuttings per week.
- Requests will be taken on a first-come basis and will not be considered without this form.
- Our apologies, the Chamber cannot guarantee assistance with events scheduled on weekends and holidays.
- Please confirm Chamber’s availability for ribbon cuttings after 5:00 PM *before* submitting this form.

Event Information

1. Event Type (*please check all that apply*):

- Grand Opening Relocation Anniversary Expansion/Renovation

2. Requested Date/Time of the Event:

We find that Tuesdays through Thursdays, mid-day and early evenings draw the largest crowds.

3. Time of the Actual Ribbon Cutting:

4. Company Name:

5. Contact Name:

6. Contact Phone: _____

Contact Email: _____

7. Location Address:

8. Description of Event (*including special door prizes, event-only offers, etc.*):

9. Who is speaking for your company (*please include names and titles*):

What do you need from the Chamber?

Please email, fax or mail this form

to:

Farmington Regional Chamber of
Commerce
Candy Hente
PO Box 191
Farmington, MO 63640
Phone: 573-756-3615 | Fax:
573-756-1003
Candy@FarmingtonRegionalChamber.c
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- Chamber official ribbon cutting scissors
- White colored ribbon
- Notify the Mayor and the City Council
- Notify the St. Francois County Commissioners
- Notify other dignitary _____
- List of Chamber member caterers
- List of local media contacts