

# Member Events: Ribbon Cuttings, Grand Openings and After Hours Guidelines



Grove City Area Chamber of Commerce members in good standing are encouraged to host a member event. A well done event is excellent for marketing your business because it serves as a way to advertise and publicize your brand. Additionally, it provides an opportunity to the community to see what your business is all about.

## SCHEDULING

To schedule your event [click here](#) or call the office at 614-875-9762 opt. 3. The Chamber will not perform multiple events on the same day, on weekends, or holidays. Members must schedule two weeks' notice prior to the event for the invite to go out with all the details the event that you have requested. Once scheduling is completed, you will receive a confirmation within 3 business days.

## CHAMBER CHECKLIST

- **Prior to the event:** Event will be posted on the Chamber Member Event Calendar. Events will be digitally promoted on Chamber social media pages 2 weeks prior, 1 week prior and day of event. Ribbon Cuttings will go in our weekly business connection 2 weeks and 1 week before event.
- Invitations will be sent out to our Board, staff and Ambassadors, the Mayor, City Administration and other dignitaries on your behalf. Attendance is not guaranteed but we will spread the word!
- **The day of:** Chamber will bring the **GIANT** scissors, ribbon and selected add-ons. We will take care of introducing the dignitaries present and any other information you want shared. Our staff will also be on hand to take pictures of the ribbon cutting
- **Post event:** Pictures and any video from the day will be posted on our social media within 3 business days. We will also make an announcement in the Weekly Chamber Business Connection and in the bi-monthly Chamber Business Connection E-Magazine.

## MEMBER CHECKLIST

- **Prior to the Event:** Start planning ! Think about what refreshments you want to provide, tours, demonstrations, giveaways, etc. Who will hold the ribbon? Who will cut the ribbon? We encourage you to invite your friends, family and clients to share your special day. Be sure to post and market your event through your businesses social media pages! Make any arrangements necessary for décor, parking and event extras. We encourage you browse our [Member Directory](#), should you need a specialty service provided .
- **The day of:** Set up, enjoy your party, and celebrate your success!
- **Post event** remember to share and post your pictures and videos to your social media. Don't forget to tag the chamber in your postings (@gcchamber)!