

RIBBON CUTTING & GRAND OPENING INFORMATION

Embrace the opportunity to showcase your business achievements through a Ribbon Cutting ceremony with the Greater Reston Chamber of Commerce. Discover the valuable advantages of this momentous occasion and how the Chamber amplifies your triumphs.

Embark on an exceptional celebration with a reservation fee of \$100.

Event Excellence, Made Easy: Chamber Assistance

- **Extensive Promotion:** Leverage the Chamber's powerful reach through social media, website calendars, and newsletters, ensuring your event is seen by a wider audience.
- **Expert Guidance:** Rely on our members to help plan, promote, and coordinate your event, making it a success.

Success Step-by-Step: Your Essential To-Dos

- Create an unforgettable experience for your business by following our step-by-step instructions on strategic event planning, effective promotion, engaging with the media, and executing with confidence.

[Read the Step-by-Step Guide on the right for Ribbon Cutting & Grand Opening instructions.]

Step-By-Step Guide:

Step 1:

Check eligibility based on Chamber membership criteria for Ribbon Cuttings & Grand Openings.

Step 2:

Strategically select a date with 4-6 weeks' preparation for a successful event.

Step 3:

Consider serving food and beverages as an essential element for success while creating a meaningful program for recognition and business insights, adhering to scheduled timing.

Step 4:

Publicize and invite attendees. Enhance media coverage with concise invitations and news releases to amplify event exposure and impact.

Step 5:

Arrange company signs and determine room layouts, including the ribbon cutting location.



SCISSORS PROGRAM

A Guide To Ribbon Cutting & Grand Openings

GRCC EVENT NOTIFICATION FORM

To secure your date, please complete this form and return communications@restonchamber.org.

Company Name: _____

Contact Name: _____

Email: _____ Phone: _____

Helpful Landmarks/Cross Streets: _____

Ceremony Cutting Date: _____

Event Start Time: _____ End Time: _____

Exact Ceremony Cutting Time: _____ (helpful when inviting guests/and or speakers)

*Please list any important details of the event that you wish for us to know:

Description of Business for communication and marketing purposes:

Please submit this form to
[Communications@restonchamber.org](mailto:communications@restonchamber.org)