



RIBBON CUTTING/GROUND BREAKING EVENT GUIDELINES

Any member celebrating the opening of a new business, a milestone anniversary (1, 5, 10 years, etc.), an expansion, relocation, or new product line may schedule a Ribbon Cutting ceremony through the Chamber.

To be promoted and coordinated as a Chamber event, Ribbon Cutting event dates must be approved in advance by the York County Regional Chamber.

Because our volunteers who help produce these events are busy professionals, the following standard guidelines ensure you will have the best possible representation at your ribbon cutting. There is \$100 fee for this service unless your business is a Connector Chamber member or above, or has a combined annual investment of \$1,000, including membership, sponsorship and/or advertising commitments.

- Ribbon Cuttings are scheduled only on Tuesdays, Wednesdays or Thursdays between 10:30 AM - 2:30 PM.
- Only one (1) ribbon cutting will be scheduled each day.
- No more than two (2) ribbon cuttings will be scheduled each week.
- Ribbon Cuttings will not be scheduled in conflict with any other Chamber event or on weekends or holidays. Such conflicts could include but are not limited to the planning/implementation of other Chamber programming, significant community meetings or events, public school breaks, etc. Chamber staff will determine if any conflicts exist and will work to find the best possible date for your celebration.
- Ribbon Cutting dates are scheduled with no less than a month notice. Keep in mind these are very popular events and there may be a significant waiting period before an ideal date is available.
- Your event date will be reserved only after the following items have been submitted.
 - completed Ribbon Cutting Agreement Form
 - event fee – by check, credit card, or cash
 - a .jpeg or .png file of your company logo.
- After submitting to above items, if you have not received confirmation of your event date within the week, please follow up with our staff prior to making any related plans.

Other Notes:

- The Host must be a member in good standing with the York County Regional Chamber of Commerce
- The Chamber logo is available through any Chamber staff member and should be added to any promotional materials created by Host for this event.
- In the event of cancellation by Host, refunds will not be issued.
- The Chamber will provide the following:

| | | |
|----------|-------------------|--------------------|
| Poles | Event Tool Kit | Event Photo/Video |
| Ribbon | Contact List | Proclamation |
| Scissors | Social Media Post | Member Decal |
| | | Member Vendor List |





RIBBON CUTTING/GROUND BREAKING AGREEMENT FORM

Company Name: _____ Contact Name: _____

Email: _____ Phone: _____

Website: _____

Requested Date/Time of Event: (option 1) _____ (option 2) _____

Event Location (street address, city, state) _____

Directions/Landmarks: _____

Reason for Event (circle all that apply):

Grand Opening

Groundbreaking

Anniversary

New Location

Additional Location

Renovation

Please provide a description of your event (to be used for promotional purposes) _____

Company representative who will speak on your behalf at the ceremony: _____

I have read and agree to the guidelines provided and understand that, upon submitting all required information, I will receive the Ribbon Cutting Toolkit to help me plan a successful event.

Authorized Signature

Title

Date

Payment Information/Event Finalization Amount Due: \$100.00

Payment Type (circle one): VISA MASTERCARD AMEX CHECK

Name (as shown on card): _____ Expiration Date: _____

Card Number: _____ Verification Code: _____

Authorized Signature: _____ Date: _____

