



## North Tampa Chamber of Commerce Ribbon Cutting Checklist

- ❖ We would suggest hosting it earlier in the morning, so people can come by on their way to work - such as 9:00 AM. – OR – and after work, such at 5:00.
- ❖ The Chamber will list this event on our website for you.
- ❖ The Chamber will include this in our monthly and weekly outlook emails that we send out.
- ❖ You will be responsible for also sending out your emails marketing this event, such as through yahoo groups, marketing to your own customers, marketing it to other businesses around you.
- ❖ We highly recommend that you offer some sort of drink and refreshment to the guests, at your expense.
- ❖ The chamber will provide the ribbon to be cut. It is normally performed outside your place of business by the front doors and includes your signage.
- ❖ The chamber representative will work with you on a very short program such as the chamber rep will welcome you and your business, introduce you to speak, and allow you to recognize anyone else, and then will perform the actual cutting. Photos will also be taken.
- ❖ Refreshments are usually held until after the program and the ribbon cutting. It is easier to have everyone that attends to wait outside before the ceremony and then go inside for refreshments afterwards.
- ❖ The whole process normally takes from beginning until the last person leaves about 30 minutes.
- ❖ **Please send the chamber a copy of your company logo, date of event, location, time, RSVP information and any other additional information for the Ribbon Cutting to [ContactNTCC@gmail.com](mailto:ContactNTCC@gmail.com)**