

Ribbon Cutting Information

We love being a part of grand opening and milestone celebrations for our members!

Here is everything you need to know to make your Ribbon Cutting a success

Ribbon Cutting Request Form: <http://www.stcharleschamber.com/ribbon-cutting-information/>

Fundamentals

- ◆ Ribbon Cuttings are held on Tuesdays + Thursdays at 4:30pm. Exceptions are considered on a case by case basis.
- ◆ Ribbon Cuttings cost \$100 for Business Members, and are Included for Bronze, Silver, Gold, and Platinum members.
- ◆ We supply the ribbon, ceremonial scissors, and chamber promotion, but everything else is up to you! Refreshments, Activities, Speakers, and Set up/Tear Down.
- ◆ We are always here to help! Please do not hesitate to email or call us! info@stcharleschamber.com + 630 584 8384

Deadlines

If these deadlines are not met, your date + event may be in jeopardy

- ◆ Scheduling is done on a first come, first serve basis, and are in high demand. Our encouragement is to plan well in advance to make the most out of this opportunity.
- ◆ We require the Ribbon Cutting Request Form (Link Above) to be submitted a minimum of **6 weeks** in advance.
- ◆ This is for a variety of reasons:
 - (1)Our ability to promote and equip you for your event
 - (2)To bolster attendance by other members
 - (3)To facilitate the Mayor and other city council members' schedules
- ◆ **Minimum 5 Weeks Before:** Your Promotional Flyer (if applicable) + Vector File are Due
- ◆ **Minimum 30 Days Before:** Your Payment is Due
- ◆ **2 Weeks Before:** Confirm speakers + A brief agenda
- ◆ See the back of this sheet for a helpful checklist for you!

Tips

- ◆ While we will do our best to promote your event, the best advocate for your Ribbon Cutting is you! Take this opportunity to invite friends, contacts, contributors, family, prospects, and customers! The more the merrier!
- ◆ Try and think outside of the box. Think of fun activities, interesting refreshments, or competitions that would make your event different and attractive
- ◆ Think everything through before the day. Who is taking photos? What does the set up or tear down entail? What's your backup plan? The more prepared you are, the more fun it will be!

Brainstorm: Business Card Drawings, Special Offers, Cash Bar, Dunk Tanks, Competitions, Party Games, Raffles, Prizes, Live Music, partnering with other members for catering or activities, Family Friendly Activities.

Once you have had your date confirmed by the Chamber,
please use this chart to keep track of your deadlines

If these deadlines are not met, your date + event may be in jeopardy

_____ **Ribbon Cutting Date**

_____ **(5 Weeks Before):** Your Promotional Flyer (if applicable) Due

* Send to Marketing@stcharleschamber.com

_____ **(5 Weeks Before):** Your Vector File Due

* Send to Marketing@stcharleschamber.com

_____ **(30 Days Before):** Your Payment is Due

*Contact: info@stcharleschamber.com or 630 584 8384

_____ **(14 Days Before):** Confirm Event (Speakers + Agenda)

*Online Form will be sent to you 4 days in advance