



# RIBBON CUTTING REQUEST FORM

## HELPFUL PLANNING TIPS

- Ribbon cuttings should be scheduled at least two weeks in advance. Tuesday and Thursday mornings are the preferred times. Holidays and weekends may be available on a case by case basis.
- The Chamber will provide the ribbon, oversized scissors and a photographer.
- The Chamber will promote the ceremony by mailing invitations to members, elected officials and media; hosting event pages on the Chamber website and Facebook and including the event in the weekly e-newsletter.
- The Chamber has a standard agenda for ribbon cuttings. Please consult with Chamber staff to customize your event if additional presentations are needed.
- Someone from your business should be prepared to address the attendees for 2-4 minutes. This is the best time to make note of what the new business offers, introduce and thank staff and associates, mention special sales and thank everyone for attending.
- Refreshments are a great detail to add! It is recommended to offer water or other beverages. If you plan to provide food, light pastries or finger foods are best. Crowds vary, and you may consult with the Chamber staff on expected attendance.
- A picture and event information will be submitted to local media.
- This is your big day to gain exposure for your business! Invite friends, family and customers to celebrate with you. Additional printed invitations are available upon request.

Please return this form with a hi-res, electronic file of your logo to [amandar@edajones.com](mailto:amandar@edajones.com)

*Congratulations! The Jones County Chamber is excited that you have decided to host a ribbon cutting ceremony so that the local business community can learn more about your new business or recent updates. We look forward to working alongside you as you continue to grow, and we appreciate the opportunity to help you mark this momentous occasion!*

## PLEASE TELL US ABOUT YOUR EVENT:

Grand Opening    Ground Breaking    Relocation/Remodel    Expansion

Preferred Date: \_\_\_\_\_ Time: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Cell: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Preferred Ribbon Color: \_\_\_\_\_

Description of event including special door prizes, event-only offers, etc.:

\_\_\_\_\_  
 \_\_\_\_\_

Will you be serving refreshments? (optional)    Yes    No

Please describe your business:

\_\_\_\_\_  
 \_\_\_\_\_

Name & title of business principals who will deliver remarks during the ceremony:

\_\_\_\_\_

Facebook and/or Instagram accounts: \_\_\_\_\_

Invocation to be given by: \_\_\_\_\_

Please e-mail additional details or questions to [amandar@edajones.com](mailto:amandar@edajones.com)

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