



2019 RIBBON CUTTING INFORMATION PACKET

Congratulations! If you are reading this, you must be celebrating the opening of a new business, an anniversary, or the expansion/relocation of an existing business in Wasco County. We are excited for your success and appreciate the opportunity to help you mark this momentous occasion.

WHAT IS A CHAMBER RIBBON CUTTING?

A ribbon cutting is the ceremonial opening of a brand-new, newly renovated, or relocated business. It can inaugurate a business's first day of business, or it can take place weeks after the business's soft opening. The Chamber also considers ribbon cutting requests for renovation/expansion and anniversary celebrations. We provide these services absolutely free to Chamber members.

Yes, you *actually* cut a ribbon! The most common location is the main entrance of the building, but it can also be stretched across another important location within the business, especially during inclement weather. If you do not have a physical location Ribbon Cuttings can be held at the Chamber. After the ribbon is cut, we ask everyone who attended to sign their name on the ribbon and you get to keep it!



WHAT ARE THE BENEFITS OF HOLDING A CHAMBER RIBBON CUTTING?

Because the ribbon cutting marks a very significant moment in the business's history, this is also a great photo opportunity. Each business is asked to invite anyone they want assembled for their photos. Business partners, employees, friends, family etc. Furthermore, the ribbon cutting ceremony gives the business owner or manager a chance to say a few words to those gathered.

Business owners have used this time to publicly thank their financial backers, their employees, their friends and family, and/or their business partners. They also take the opportunity to talk about what their business does. You must be a new or current Chamber member in good standing with The Dalles Area Chamber to endorse and help coordinate your ribbon cutting.

WHAT DOES THE CHAMBER DO FOR MY RIBBON CUTTING?

The Dalles Area Chamber of Commerce will gladly invite the Chamber Board of Directors, Chamber Ambassadors and local government officials to attend, promote your event through our online calendar, Facebook page, and electronic newsletter, arrive at your location with red ribbon and official ribbon-cutting scissors, welcome attendees and introduce you at your ribbon cutting, and take photos and share them with you and to local media representatives following the event as well as email you a copy.

THINGS TO CONSIDER



WHO will cut the ribbon? The owners or top executives most frequently do the honors, but each business is different and can pick whomever they like.

WHEN will you hold your event? We prefer to hold Ribbon Cutting ceremonies on Tuesdays and Thursdays at 8:15am, 12:15pm & 5:15pm. We cannot assist with events scheduled on weekends or holidays.

WHAT you wish to share when you speak just after the ribbon is cut. You can thank those who helped along the process, how you came about owning/updating/moving, and share any specials or upcoming events. Please

limit your speech to 3 minutes.

HOW you can maximize this program. Consider sending a special invitation to your clients, offering a drawing or raffle to collect business cards to build your database.

THE TYPICAL RIBBON CUTTING EVENT WILL LAST ONLY 15-30 MINUTES. Refreshments, drinks, door prizes, and decorations are optional and up to you. Keep in mind, however, that ribbon cuttings are typically short and sweet.

2019 RIBBON CUTTING INFORMATION FORM

- Chamber Ribbon Cuttings must be scheduled at least two weeks in advance
- Requests will be taken on a first-come basis and will not be considered without this form
- Ribbon Cuttings are held on Tuesdays & Thursdays at the following times: 8:15am, 12:15pm & 5:15pm (please choose a Tuesday or Thursday at one of those times)

EVENT INFORMATION

Event Type: Grand Opening Relocation Anniversary Expansion/Renovation

Requested Date/Time: _____

Alternate Date/Time: _____

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Location Address: _____

Description of Event (including special door prizes, event-only offers, etc.): _____

WHAT DO YOU NEED FROM THE CHAMBER?

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|-------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Chamber membership mailing labels - \$50 | <input type="checkbox"/> Notify other dignitary _____ |
| <input type="checkbox"/> Notify The Dalles City Council | <input type="checkbox"/> List of Chamber member caterers |
| <input type="checkbox"/> Notify The Dalles County Commissioners | <input type="checkbox"/> List of local media contacts |

If you have any questions/concerns or if these times do not work for your business, please call (541) 296-2231 or email katie@thedalleschamber.com we are willing to work with you to make your Ribbon Cutting a success!

<p>Please email, fax, or mail this form to:</p> <p>The Dalles Area Chamber of Commerce 404 West 2nd Street The Dalles, OR 97058 Phone: (541) 296-2231 Fax: (541) 296-1688 katie@thedalleschamber.com</p>	<p>Office Use Only:</p>
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