

Ribbon Cuttings

Ribbon Cuttings are a great way to showcase your business for a Grand Opening, Anniversary, rebranding or special occasion. We are here to help you plan and publicize your event to generate new business and invite members to your door. Provided are suggestions on how member Ribbon Cutting Events run and information for you to make this event a huge success!

Sample Ribbon Cutting Agenda

The following agenda is an example of a Ribbon Cutting event. Approximate timing is provided to give you an understanding of how the event progresses. We have found a successful length of time for this event is between 1 and 2 hours.

As people arrive, it is suggested to be timely with your program. In partnership with your Chamber, Ribbon Cuttings are offered Monday-Thursday and will be scheduled on a first-come, first-serve basis. The chamber will not schedule more than one Ribbon Cutting event in one week and no more than three per month. Popular Ribbon Cutting times are during lunch (12-2) or later in the afternoon (3:30-5:00).

3:00-3:30 p.m.

Guests arrive, networking

3:30-3:45 p.m.

Company reps speak/Ribbon is cut/pictures are taken

3:45-4:00 p.m.

Door Prizes

4:00 – 4:30 p.m.

Tours, networking

Sample Ribbon Cutting Ceremony To Do List:

- Fill out the Ribbon Cutting form at spokanevalleychamber.org/Membership/RibbonCuttingRequest
- Choose a date and time, check that date is available with Chamber
 - The Chamber needs at least three weeks notice of Ribbon Cutting date to properly promote and staff event.
- The Chamber will provide support with PR for your event; however, sending out information through your communication channels will help bring more community members to your event.

Considerations for a successful Ribbon Cutting:

- Send out Invitations
 - Mail invitations out approximately three weeks in advance
 - Upon request, the Chamber will send you mailing labels for you to send out invitations for the event
- Ideas of who to invite: City Officials, Bankers, Insurance, Contractors, Customers, Neighboring Businesses, Vendors, Employees, Friends, Family, and Chamber of Commerce Members
- Optional: Call Mayor or City Manager and invite them to your Ribbon Cutting (Chamber will contact them through communications, however, a special invite from the business is an added touch)
- Provide refreshments
- Arrange for people to assist you to give tours of your facility
- Have an email sign up form for E-Newsletter (if your company provides E-Newsletters)
- Provide a door prize opportunity

Important Phone Numbers

Chamber Office: 509-924-4994 or alissa@spokanevalleychamber.org

City of Spokane Valley Office of the Mayor: 509-921-1008 or mayor_councilmembers@spokanevalley.org

City of Liberty Lake Office of the Mayor: (509) 755-6700, speterson@libertylakewa.gov

City of Millwood Office of the Mayor: (509) 924-0960, mayor@millwoodwa.us

Spokesman Review: (509) 459-5419, business@spokesman.com

Splash/Current: (509) 242-7752, editor@valleycurrent.com

Journal of Business: (509) 456-5257, info@spokanejournal.com

*The Chamber also has contact information for member caterers and florists please contact Great Spokane Valley Chamber - 509-924-4994.

Enhanced Ribbon Cutting events are available at the Advancement Membership Level – for information on our Enhanced Ribbon Cutting please contact the Chamber, 509-924-4994 or alissa@spokanevalleychamber.org.