

# DEKALB CHAMBER OF COMMERCE

130 West Lincoln Highway, Ste. 200, DeKalb, IL



## Ribbon Cutting Guidelines

Ribbon cuttings are conducted to commemorate new members joining the Chamber, milestone anniversaries, new business location and newly expanded/remodeled businesses for its' members. Ribbon cutting photos will be sent to the newspapers and appear in the Chamber Business Updates and/or Weekly Roundups. Let the office know if you want copies emailed to you for your social media usage.

Ribbon cuttings are scheduled Monday-Thursday at 12:15 and 5:15pm, and Friday's at 12:15pm. Ribbon cuttings may be scheduled outside these parameters, but attendance may be impacted. It is the Ambassadors that are attending and providing the background in the photos. They are coming on their lunch hour or immediately after work and may be hard pressed to get away from work for other scheduled ribbon cuttings. Please try and go at least two-weeks out when identifying potential ribbon cutting dates for your business.

During the 15 minutes prior to the ribbon cutting the Ambassadors will begin arriving. The hosting business should say a few words and introduce themselves before the ribbon is cut. By 12:20 or 5:20pm the ribbon has been cut, some of the Ambassadors will stick around for a few minutes to learn more about your business and by 12:30 or 5:30 we are done.

Refreshments are not typically part of the ribbon cutting, but you are welcome to provide them.