

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 12:15PM and 5:15PM, and Friday's at 12:15PM. Ribbon cuttings may be scheduled outside these parameters, but attendance may be impacted as it is the Ambassadors that are attending and providing the background in the photos. Since they are coming on their lunch hour or immediately after work, there may be difficulty getting away from work for other scheduled ribbon cuttings. Please look 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 12:20PM or 5:20PM the ribbon has been cut. Some Ambassadors may stay to learn more about your business and by 12:30PM or 5:30PM the event will conclude.

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