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.

Included in membership:

- Ribbon Cutting at 12:15pm or 5:15pm Monday – Thursday; Fridays only at 12:15pm
- We personally invite ambassadors, board members, and city officials to your ribbon cutting
- The event is listed as an upcoming event on Chamber Events Calendar
- We facilitate Photo, including providing Chamber Branded Ribbon & Giant Scissors for photo
- Ribbon Cutting Photo Shared following the cut on:
    - Our Ribbon Cutting page on dekalb.org
    - Social Media Post
    - Weekly Round Up
- Press release sent to newspaper
- Framed print of photo ribbon cutting made for you to display

Grand Ribbon Cutting: $250

Membership Ribbon Cutting + Your option of 3 of the following:

- 4 Confetti Cannons
- 1 E-Blast about ribbon cutting in our Ribbon Cutting E-Blast Template
    - You can opt to give us your own invitation; it will need to include the following:
        - "DeKalb Chamber of Commerce Grand Ribbon Cutting"
        - One of our Proud Member or Chamber Logos
        - Date, Time, & Place/Address
    - Content must be received 2 weeks prior to your ribbon cutting
- Facebook LIVE of Ribbon Cutting on DeKalb Chamber Facebook Page
- Access to a digital gallery of all event photos provided post-event
- Member Address List – Digital or Mailing Labels to send physical invites
- 11' Standing Feather Flag – We will set up day of your ribbon cutting

Ribbon cuttings may be scheduled outside these parameters, but attendance may be impacted. Ribbon cutting should be scheduled at least two weeks prior to the desired date. If you have a date in mind, please do not hesitate to reach out. Ribbon cuttings are scheduled as DeKalb Chamber's availability is open. We are open to multi-chamber ribbon cuttings; those will be coordinated by the business with each Chamber.

Providing tours, refreshments, door prizes, etc. are not required but do add to the event! If you would like to have a list of DeKalb Chamber members for catering, tent or table rentals, balloon/décor, entertainment, etc. please let us know and we'd be happy to assist you.

Contact Membership Manager, **anna.wilson@dekalb.org** or 815-766-3643, to schedule your ribbon cutting.