

Ribbon Cutting & Groundbreaking Member Celebration Checklist

- ☐ Designate an event planning contact at your organization that will handle contacting the Chamber and following through on these steps to plan your celebration along with collecting any needed RSVP's from the Chamber or your invite list.
- ☐ Fill out the Ribbon Cutting Reservation Form on our [website here](#) with all the information so that we can schedule your upcoming celebration. Contact the Chamber at (717) 761-0702 or email our Member Services Director at membership@wschamber.org with any questions.
- ☐ Keep in mind:
 - We rarely schedule ribbon cuttings on the weekends so consider a Tuesday, Wednesday, Thursday, or even a Friday morning so that you have the most attendance.
 - The time of the event. Normally it is best to keep it within business hours or right before or after the work day so that attendees can stop by to support your business.
 - We recommend having a 4-week lead time to schedule the event so that we can invite our contact list. The Chamber will also confirm with you the date, time, address, and any other details you would like us to promote.
- ☐ The Chamber will invite its standard VIP list to the ribbon cutting including its Board of Directors, Membership Committee, and local elected officials. You are encouraged to invite your own guest list, which can include your clients, business partners, friends, or family. If you would like to ask the media or your local elected officials it is encouraged as they often appreciate a personal invitation to the event. If you would like a larger reach we can also create an event on FB to invite the local community.
- ☐ As we get closer to the event we will let you know the count of RSVPs from our invitation list. Please let us know of any deadlines you may have with your company or caterer so we can be sure to give you that count in time.
- ☐ Depending on the formality of your event consider if you will have anyone be an emcee or speak on behalf of your company.
- ☐ Food and drinks are not required but may add to your event if you are looking to include an open house with tours. The Chamber can provide a list of our catering members if requested.
- ☐ If you are looking for us to help you with a dual Ribbon Cutting/Networking Mixer, we would be happy to discuss that option dependant on our current mixer schedule.
- ☐ The Chamber will provide the ribbon and scissors for the event. As a member, they will also take photos and a video to share out on social media and in a press release for promotion of the event to the media afterwards.
- ☐ Consider blocking off parking spaces or an area in front of your business or sign so that there is a good photo opportunity!
- ☐ CELEBRATE!

We look forward to helping you celebrate your groundbreaking, new business, milestone anniversary, remodel, or even a rebranding! We are here as a business resource for our community and look forward to helping Central PA grow and thrive.

#startHERE