

RIBBON CUTTINGS & GRAND OPENINGS

HELPFUL PLANNING TIPS

Because the Ribbon-Cutting Ceremony is your event, there are no set guidelines. The following are only suggested steps to help you plan a successful event.

DATE & TIME SELECTION:

- Choose a date that avoids major conflicts with other **community events, holidays, or weekends** and works for both you and the Chamber & CREDC.
- Give yourself sufficient amount of preparation time (3-4 weeks is adequate).
- **Tuesdays, Wednesdays, and Thursdays** are typically the best days during the week for most business people.
- The time of your event determines the atmosphere of the celebration.
- As a general rule, morning events should start no earlier than **8:30 AM**.
- Avoid late evening functions where people will have to go home between the end of their work day and your event.

INVITATIONS:

- Who you invite to your event is as important as hosting the event.
- Your invitations can be as simple as a letter or as elaborate as a formal invitation.
- Be sure to include who, what, where, why and when, as well as an RSVP method to help plan accordingly for food and beverage.
- The following are suggestions of people to consider when creating your invitation list: Current, past and potential customers; family and friends; suppliers; your employees and their spouses/guests; those that helped you get started (banker, accountant, lawyer, architects, builder, realtor, etc.); neighboring businesses

REFRESHMENTS:

- Providing refreshments is not mandatory, but if you decide to do so, make sure the refreshments are time-appropriate. Hiring a caterer is often helpful and the Chamber & CREDC can provide an Event & Catering Directory upon request.

PROGRAM PLANNING:

- Create an event agenda or program. This will provide valuable recognition for all involved and allows you the opportunity to explain more about your business.
- Prior to the arrival of Chamber & CREDC staff, please consider the following: Who will be speaking on behalf of your company? (Participation of a Chamber & CREDC representative is available upon request); Who will be included in the photo?; Who would you like to cut the ribbon?
- Other ideas to consider - introduction of key people that helped you, speeches from leaders in the community and a tour of your facility.
- Conclude your program with the ribbon-cutting.



HARRISBURG REGIONAL
CHAMBER & CREDC

TO ARRANGE YOUR RIBBON-CUTTING, PLEASE CONTACT JUSTIN ROTH,
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