



Brevard/Transylvania Chamber of Commerce
Ribbon Cuttings, Groundbreaking and Grand Opening Celebrations

The Brevard/Transylvania Chamber of Commerce welcomes the opportunity to assist member businesses in making ribbon cuttings, grand openings, or ground breakings a special event. These events can be scheduled during the normal business hours of 9:00am to 5:00pm, Monday through Friday. The following guidelines can assist you in making your event a successful and memorable experience. If you have any questions or would like to schedule one of these events, please contact the Member Services Coordinator at 828-883-3700.

The Chamber will do the following:

- Provide ceremonial ribbon and scissors, along with a staff member to help coordinate.
- Invite the Chamber President and representatives from the Membership Committee.
- Invite a County official and City/Town official via email.
- Announce your Ribbon Cutting, Grand Opening, or Groundbreaking, along with a photo, in our weekly newsletter.
- Contact the local media about the event for coverage. In the event the media is not available to attend, the Chamber of Commerce will provide them with a photograph of the event.

The Business will do the following:

- Work with the Chamber of Commerce to identify the best date and time. Note that some times work better than others based on events, print schedules, etc., so we recommend providing multiple options when contacting us to schedule an event. We also recommend a minimum of one-week advance notice so we may properly coordinate and extend invitations.
- Invite friends, family, and those who have contributed to the success of your business. Provide the media with a list of names of those associated with your business in the photo.
- Provide a press release to the media within 24 hours of event (optional).
- Indicate whether the event is primarily a photo opportunity or in conjunction with an open house.
 - Photo Opportunity – Chamber does not publicize in advance. Focus is on capturing a photo of the ceremonial event without fanfare.
 - With Open House – Chamber publicizes in newsletter prior to event. Business is encouraged to promote heavily to customers, neighboring businesses, suppliers, etc. (in addition to friends/family) and to provide light refreshments.

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Business Name: _____ **Phone:** _____

Owner/Principal: _____ **Date:** _____

Signature: _____

Event Contact: _____ **Email:** _____

Preferred Date: _____ **Time:** _____

Secondary Date: _____ **Time:** _____

Additional Date: _____ **Time:** _____

Ribbon Cutting _____ **Grand Opening** _____ **Ground Breaking** _____
Photo Op _____ **Open House** _____