



Ribbon Cuttings/Ground Breakings

We email notices to the following:

Chamber Membership
Chamber Board
Dublin Mayor/City Council/City Mgr.
Mayor/City Council*
Laurens County Commissioners
Development Authority
Patsy Baker, KDLB

Courier Herald-Editor
13WMAZ, 4INBC, WGXA,
TV-35
State Broadcasting & RadioJones
Laurens Now Magazine
Small Business Development Center

*Cadwell, Dudley, Dexter, East Dublin, Montrose, and Rentz

For your ribbon cutting or ground breaking the Chamber will:

- * Send out notices two weeks before the ribbon cutting/ground breaking to the above list and extra invitees.
- * Resend notices the day before the event.
- * We personally contact the above V.I.P.'s along with the Membership Coordinators own Who's Who list.
- * Provide the ribbons and scissors for ribbon cuttings
- * Provide shovels for groundbreaking (the Chamber has four shovels, but they are typically provided by the contractor)
- * Arrive ten minutes early to prepare
- * Take photos of the ceremony for a press release for the *Courier Herald*, the Chamber web site and Facebook page
- * Send a press release and picture to the *Courier Herald's* Hometown News. **** Please note: The *Courier Herald* reserves the right to decide the date the picture will be printed in the newspaper**
- * Send pictures of the ceremony to the business
- * Ribbon cuttings/ground breakings will try to be scheduled for Tuesdays, Wednesdays, or Thursdays, between the hours of 8:30 a.m. and 4:30 p.m. and are for CHAMBER MEMBERS ONLY.
- * A Member business can have a Ribbon Cutting for the following: **NEW CHAMBER MEMBER, NEW BUSINESS/GRAND OPENING, RELOCATION/REMODELING or NEW OWNERSHIP, GROUND BREAKING/DEDICATION**. Membership must be paid in full for the current year. Cost is \$100 per event.

Ribbon Cutting or GroundBreaking Ceremony Request Form

Business Name: _____

Address: _____

Contact Phone: _____

Owner(s): _____ Manager: _____

Date of RC/GB requested: _____ Time: _____

Type of Business (Please explain in detail types of service or specific product lines for Press Release):

Signature of person completing form

Please print name

RC/GB requested for (please initial one):

____ New Chamber Member ____ Grand Opening/New Business

____ Relocation/Remodeled/Renovation ____ New Owner

____ Ground Breaking/Dedication Ceremony

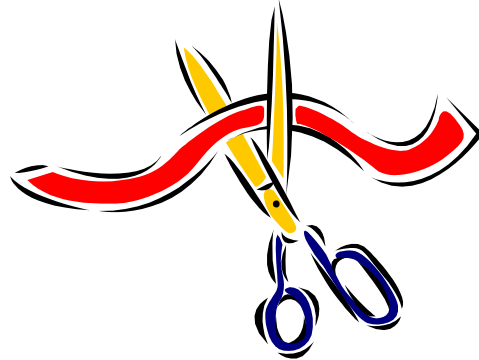
Mail to: Dublin-Laurens County Chamber of Commerce

P.O. Box 818

Dublin, GA 31040

Fax to: (478) 275-0811

Email to: lburge@dublin-georgia.com



TIPS FOR A SUCCESSFUL RIBBON CUT

Reasons to celebrate with a ribbon cutting ceremony

- Grand opening, business re-location, anniversary, new business owner, milestone.

How do I schedule a ribbon cutting ceremony for my business?

- Contact the Dublin-Laurens County Chamber of Commerce office at 478.272.5546 to set a date and time. All ribbon cuts should be scheduled 2 weeks in advance.

Once I have a date and time scheduled what should I do next?

- If you plan on sending written invitations, send at least 2 weeks in advance to key participants and special attendees. Follow up with a reminder email the day before.
- Prepare yourself to talk about your business services/products. This is a great advertising tool for you!

If you plan to serve food, give away freebies, or need a head count for any reason, please understand the Chamber is only able to provide estimations based on previous events. The Chamber is unable to provide an exact head count.

- The Chamber policy is to always use Chamber members for catering and other products or services.
- The Chamber will take pictures for Chamber publication. We suggest you take pictures for your company's scrapbook!

After the ribbon cutting ceremony takes place, you may want to.....

Send out follow-up letters to your guests who attended. The more they see your company name the greater chance they will do business with you in the future.