

ROCHESTER AREA

CHAMBER OF COMMERCE

INFORMATION ON RIBBON CUTTINGS AND GRAND OPENING CEREMONIES

The Chamber of Commerce welcomes the opportunity to assist in making your ribbon cutting and grand opening a special event. The following guidelines can assist you in making arrangements for your event.

If you have any questions after reviewing this information, please call Sue DiGrazia at 507.288.1122.

THE CHAMBER WILL PROVIDE:

- Special ceremonial ribbon and scissors
- A Chamber representative to give a brief welcome before your ribbon cutting
- Members of our Ambassadors from our organization to attend
- A media fax list at your request
- A list of current Chamber member caterers and photographers at your request
- A photographer to take pictures for submission to the editor of the Chamber *Advantage*
- Mailing labels of Chamber members may be purchased (sending invitations). Please contact Becky Kjeer at 507.288.1122 or bkjeer@rochestermnchamber.com.

YOUR ARRANGEMENTS:

- After you have chosen your date and time, provide us with at least **2 weeks** notice of your event so we may properly inform our volunteers and staff
- Invite your guests
- Arrange for the necessary publicity and refreshments
- Schedule a personal photographer to record your special event
- Send your press release and contact local media