



Ribbon Cutting

Hosted by

The Northern Tioga Chamber of Commerce



Why Should I Host a Ribbon Cutting?

Example: Opened a New Business - Bought an Existing Business - Remodeled Business Location

Who may request a Ribbon Cutting? How is it requested and scheduled?

- Members may request ribbon cuttings (one per location).
- Ribbon Cutting Request Form must be submitted to the Chamber (northerntiogachamber@gmail.com) at least three (3) weeks prior to the date of your ribbon cutting. This allows for maximum exposure.
- You will be notified after receipt of the form to confirm your event.

The Chamber Provides:

- Press release and invitation emailed to all media outlets. Our media list includes TV, radio, and area newspapers. Local newspapers will photograph the event. If for some reason they aren't available, the Chamber will take pictures and send them to the local papers with a description. Press and Sun Bulletin may come at a different time than the ribbon cutting. Local television news stations may or may not contact you.
- Invitation to local elected officials to attend if available
- The Red Ribbon and BIG Scissors
- A picture or article in the Chamber eBlast
- A certificate presented to you at the ribbon cutting commemorating the occasion

There is no charge for any of these services!

Host Responsibilities:

Information: A write up from you... "*who, what, where, when, etc...*"

Address (location of Ribbon Cutting), owners, contact information, phone, product/service, hours of operation, unique items of interest, history of your business.

Invitations: We encourage you to invite those special people you want to attend. This is not an event for chamber members only, but everyone. We encourage hosts to invite customers, friends, family, and colleagues.

Costs: Host is responsible for all costs incurred such as food, beverages, outside advertising, etc. Refreshments are not required but recommended.

- Door prizes are a great way to further promote your business and capture return business but are not a requirement.
- Be creative and most of all, have fun! This is your event and your opportunity to let the community know all about your business.

Scheduling Recommendation for RIBBON CUTTING Event

Monday through Friday (no weekends). Hours 9am - 4pm. This is due to lack of media coverage at other times. Please give us at least 21 days' notice prior to date of event.

Northern Tioga Chamber of Commerce, PO Box 295, Newark Valley, NY 13811

Ribbon Cutting Request Form

Today's Submission Date: _____ Date of Event: _____

Event Start and End Time*: _____ Ribbon Cutting Time: _____

Reason for Cutting:

____ New Business ____ Relocation ____ Remodeled ____ New Ownership
____ Other _____

Company Name: _____

Location of Ribbon Cutting: _____

Contact Person: _____ Phone: _____

Email: _____

Website: _____

Description/Type of Company/Business:

Will you be taking photographs? ____ Yes ____ No

Photographer: _____

Your ribbon cutting announcement will be published on our website at www.northerntiogachamber.org, in our eBlast and social media platforms. If you would NOT like for this information to be published, please check here. _____

ENJOY THE BENEFITS OF MEMBERSHIP

Event promotion is one of the many value-added services to members of the Northern Tioga Chamber of Commerce. Please contact us with any questions.

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You will be notified to confirm your event date and time

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