



The Chamber would be delighted to help your business celebrate with a ribbon-cutting if the company:

- Opened in the last 12 months.
- Changed ownership or is under new management.
- Moved to a new location.
- Remodeled or expanded at its present location.

To schedule a ribbon cutting with the Carroll County Chamber of Commerce, we ask for a minimum of two weeks before the event to ensure no conflict of scheduling and to give the Chamber time to prepare an address label template for you.

Chamber staff will help to make things go as smoothly as possible by:

- Notify the Chamber's Board of Directors and Ambassadors, city dignitaries, and local media via email. We will encourage them to attend your event but cannot guarantee their attendance.
- Provide a mailing label template for the city officials of your choice.
- Bring the giant scissors and take pictures at the appointed time. We are happy to provide scissors for after-hours ribbon cuttings, and we ask the scissors to be returned on the next business day.

Notes: Photos will be emailed to you following the event. We will send a press release to our media partners but cannot guarantee that the information will be printed. If printed, we will not have a specific date as the articles are published based on space availability. Chamber members will also have their event photos included in the Chamber News for the following month. As an added benefit for members, we will promote your event in our weekly eBlast, The Update.

## Checklist for a Successful Ribbon Cutting

- Consider sending invitations to the following: Neighbor businesses, existing customers, suppliers to your business, prospective customers, personal family and friends, and elected officials.
- Plan refreshments and giveaways if appropriate.
- If ribbon cutting is planned for the front of the business, block off parking spaces to have space for the ceremony and photographs.
- We recommend ribbon cuttings be scheduled Tuesday through Thursday 10:00 am- 4:00 pm for better attendance.

***TO SCHEDULE A CEREMONY:***  
*call the Chamber at 678-890-2352*  
*or by email at [christi@carroll-ga.org](mailto:christi@carroll-ga.org)*