

# The Solon Chamber of Commerce would love to celebrate your business or organization’s milestone! A Ribbon Cutting Event is a great way to bring businesses and the community together to celebrate the vibrant energy and growth of Solon, Ohio! This checklist will help us make your event the best it can be. If you have additional questions, please email president@solonchamber.com!

**Reason for ribbon cutting:**

 New business in town

 New location

 Remodeled space/expansion

 Significant business anniversary

 Other

# What day will your ribbon cutting be? Ideally, pick a date 4-6 weeks away:

Preferred Date & Time\*: Backup Date & Time 1: Backup Date & Time 2:

*\*Note: Please plan for the physical ribbon to be cut approximately 15-20 minutes after start time*

# We need the Chamber to:

 Bring the Scissors & Ribbon
 Invite the Mayor & Councilmembers to attend

 Invite State & Federal Officials (or representative from their office)

 Invite Chamber Members to attend

 Announce ribbon cutting via Chamber newsletter

 Post our ribbon cutting on the Chamber’s website calendar

 Promote our ribbon cutting on social media

 Host registration online

 Host/Create Facebook Event

# Will there be any other amenities at your event?

 Tour of facility/location

 Refreshments

 Sales/Coupons/Deals

 Giveaways/Prizes/Raffles

#  Who will cut the ribbon? (Owner, Mayor, Chamber?)

**Tell us about your business! What’s your story?**

**Who would you like to speak at the event (from your Company or Organization, the Solon Chamber, Mayor, etc.):**

**Next Steps:**

* Send us a high-resolution .png version of your logo for marketing purposes as soon as possible. If you have any images or text you’d like us to include, send those along too!
* Invite your guests! Customers, suppliers, employees, neighboring businesses, friends & family!