



Algonquin/Lake in the Hills Chamber of Commerce
Ribbon Cutting Ceremony
Please review and fax to 847-658-6546

Business: _____ Contact: _____ Telephone: _____
Email: _____

Thank you for allowing the Algonquin/Lake in the Hills Chamber to join in your celebration. This is an exciting time for you and your staff! To assist you in your celebration, please review the following information. Per our conversation, discussed, a Ribbon Cutting Ceremony is typically a small venue of 12-20 guests who are business members, representative from the Village and those you have personally invited. This is a great opportunity for you to invite those individuals you would like to recognize on behalf of your business. Typically, two weeks prior to your Ribbon Cutting, the Chamber will include your upcoming event both through the weekly email announcements as well as on the online calendar.

Your Ribbon Cutting Ceremony has been scheduled for: _____ 9:00 a.m. to 10:00 a.m.
Chamber staff will arrive 15 minutes prior to the guests arriving.

We recommend that you post any community Grand Opening events or specials you may have on the Chamber's online e-Coupon and calendar pages.

What you can expect during your Ribbon Cutting Ceremony

- Guests will typically begin arriving shortly before 9:00 a.m. We encourage you to offer tours of your business before and after ceremony.
• The following is the typical agenda for the Ceremony which will begin at 9:15 a.m.
o Welcome Guests
o Introduction of your business. At this point you will be asked to speak briefly; mention your services, products. This is also a good time to mention any grand opening or Chamber specials you will be offering.
o Go outside for Ribbon Cutting and Photo. We will provide the Scissors and Ribbon
• We recommend that you attend the General monthly luncheon/breakfast and After Hours Mixer immediately prior to your event so that you can personally invite individuals to your Ribbon Cutting Ceremony. The Chamber will do all we can to promote your grand opening, however, your support is critical to the success of your event.
• Be sure your place of business is ready for your event. This is your opportunity to showcase your business so be sure it is clean and ready for the morning.
• Lite refreshments are recommended; coffee and juice with a small quantity of danish, donuts, etc.
• The Chamber will submit your ribbon cutting photo to the Business Journal for its next publication. The Chamber will also submit your photo to the local newspapers. We suggest that you also submit your own press release regarding your grand opening/anniversary to the local newspapers as we cannot control what the media publishes.
• The week following your ceremony, we will e-mail you a copy of the Members who attended your grand opening. This would be a great time to send a thank you note to those who attended.

Should you have any questions, please don't hesitate to call us at 847-658-5300. Please sign and return this information.

I have read the above information regarding my Ribbon Cutting Ceremony. I agree to help promote my event through working with the Chamber to insure a successful event. Please sign below and fax to the Chamber at 847-658-6546.

Member Signature

Chamber Use

Confirmation: Mailed ___ Fax _____ Confirm: _____ Host will be at prior month events Yes No
The chamber will contact you the week of you EventDate Contacted: _____

sandy/forms/admin/Mixer/Ribbon Cutting Agreement