

## Enterprise Chamber of Commerce • Ribbon Cutting Policy (\*Adopted June 17, 2024)

**PURPOSE:** The Enterprise Chamber of Commerce is committed to its mission to advocate for the growth of business, industry, and community. Ribbon Cutting ceremonies are widely recognized to celebrate and commemorate significant milestones for local businesses, foster community engagement, and promote economic growth and development. Through these events, we aim to highlight the achievements of our members, strengthen relationships between businesses and the community, and showcase the vibrant entrepreneurial spirit that drives our local economy forward.

### GUIDELINES:

#### 1. Eligibility

- a. Ribbon Cutting Ceremonies are *exclusively* available to members of the Enterprise Chamber of Commerce, in good standing, that meet eligibility qualifications.
- b. Qualifying events include the following:
  - i. Grand Openings events for new businesses, including additional locations of an existing Chamber member business.
  - ii. Major expansions or relocations of existing businesses.
  - iii. Significant anniversaries or milestones (5-year intervals).
  - iv. Major renovations or remodels.
  - v. New members of the Enterprise Chamber, to include new owners of an existing Chamber member business.
- c. All members will be limited to 1 Ribbon Cutting Ceremony per year, upon paid membership investment, unless otherwise approved by the Board of Directors.

#### 2. Scheduling

- a. Prior to scheduling members are encouraged to review the “Ribbon Cutting Request Information Packet”.
- b. Ribbon Cutting Ceremonies must be scheduled in advance.
- c. Requests should be submitted in writing and should be made at least 3 weeks prior to the desired ceremony date.
- d. Ribbon Cutting Ceremonies are typically held during the Chamber’s normal business hours, 8:30 am – 4:30 pm, Monday – Friday, unless otherwise approved by the Chamber.

#### 3. Coordination

- a. The Enterprise Chamber of Commerce will coordinate with the business owner, and/or authorized representative, to plan details of the Ribbon Cutting Ceremony.
- b. The Chamber will assist with logistics, event promotion, and invite list.

#### 4. Promotion

- a. The Chamber will email invites to the Board of Directors, Mayor’s office, Chamber Ambassadors, and membership. While the Chamber hopes these individuals will be able to attend, the Chamber cannot guarantee their appearance.
- b. The Chamber will also publish public notice of the Ribbon Cutting Ceremony through its various digital and print communications.
- c. The business owner should also invite their own networks including customers, clients, suppliers, and other supporting associates.

#### 5. Execution

- a. The Chamber will provide the business owner, and/or authorized representative, with a sample agenda that outlines the standard procedure of events prior to the scheduled ceremony date.
- b. It will be the responsibility of the business owner, and/or authorized representative, to provide the Chamber with requested changes to the standard agenda, or additional requests prior to the event.

#### 6. Cost

- a. The Enterprise Chamber of Commerce will provide your first Ribbon Cutting Ceremony as a complimentary service as part of your membership benefits package.
- b. Future requests for additional Ribbon Cutting Ceremonies, and/or add-on services, may incur separate fees as approved by the Board of Directors.
- c. Associated costs for venue rental, food, refreshments, décor, etc., will be the responsibility of the business owner.