



Ribbon Cutting Guidelines

To ensure that you have a successful ribbon-cutting event with good attendance for the Chamber staff and Ambassadors, here are a few guidelines to follow.

- 1) You must be at the **Initiate** membership level or above to receive a ribbon cutting.
- 2) Allow for, at least, three weeks' notice prior to the event for the invite to go out with all the details of the event that you submitted.
- 3) **Ribbon cuttings will only take place Monday – Friday between 9am-5pm during the week.** We are not able to accommodate ribbon cuttings on Saturdays, Sundays, Holidays, and dates that correspond with Business High Point Chamber events. Suggested days of the week are Tuesday through Thursday for better attendance.
- 4) Make sure that you are providing the correct address and any specific parking instructions.
- 5) Included in the ribbon cutting will be:
 - a) Formal scissors and ribbon.
 - b) Personal invites to our Business High Point Chamber Ambassador Committee members.
 - c) Chamber Ambassador point person to help orchestrate the event.
 - d) Option to have event listed on the Business High Point Chamber [Community Calendar](#). [Submit your event here >>](#)
 - e) Pictures of the Ribbon Cutting posted to BHP social media outlets.
- 6) Business High Point Chamber can provide a media list. It is the responsibility of the company to contact media and/or public officials to be present.
- 7) We encourage you to provide decorations and light refreshments for the event.

To schedule your Ribbon Cutting, contact [Susan Ormond](#) at 336.878.3923