



AMBASSADORS

Columbia Chamber of Commerce

“Helping celebrate what’s important to you..... Your Business!”

**Date requested for ribbon cutting: _____

Time requested for ribbon cutting: _____ AM / PM
(Generally the best attendance occurs around noon or between 4-6 pm)

Your Business/Organization: _____
(Please note, ribbon cuttings are a service we offer to Chamber members only, potential exceptions are given in the case of non-profit non-members, on a situational basis only)

Purpose of Ribbon Cutting: _____
(Grand Opening, Anniversary, New Location, etc?)

Address of where ribbon cutting will be: _____

Directions/Nearby Landmarks / Parking Availability: _____

Contact Name, Phone Number and Email Address: _____

Is there a program planned prior to the Ribbon Cutting? _____

If answer is **yes**, what is approximate length of the program? _____

Additional Information you might have to encourage involvement? *(refreshments, tours, promotions, etc.)*

****All ribbon cutting requests will be reviewed and approved by the Ambassador Chair. Ribbon cuttings requests will be granted between 7:00 am and 6:00 pm. Ambassadors are not hosting ribbon cuttings on Saturday or Sunday.**

Thank you for this information. This is very helpful to us in ensuring your ribbon cutting is a success!

PLEASE RETURN THIS FORM TO:

Columbia Chamber of Commerce

e-mail: reception@ColumbiaMOChamber.com

For additional information, please call Lakeela at (573) 874-1132

Your ribbon cutting is not scheduled until you receive a confirmation email from us.

If confirmation is not received, please contact us.

FOR OFFICE USE ONLY

Chamber member: _____
Entered on AMB Announcements: _____
Entered on P:/Drive List: _____

On Chamber Calendar: _____
Entered into SBA: _____
Email Sent: _____



TIPS FOR A SUCCESSFUL RIBBON CUTTING

The Chamber Ambassadors are known as the "Welcoming Arm" of the Columbia Chamber of Commerce. They consist of a group of over 100 volunteers selected from the business community. These volunteers conduct complimentary groundbreaking or ribbon cutting ceremonies for any Chamber business grand opening, expansion, moving to a new location or joining the Chamber. The service includes a group of Ambassadors coming to your place of business or event, providing the official Ambassador ribbon, the use of the official large scissors and taking photographs at the event. For a brand new business, a First Dollar of Profit plaque is presented at the ceremony as well.

There is no charge for the Chamber Ambassadors' ribbon cutting; it is a value added benefit of being a Chamber member. Our Ambassadors generally anticipate spending approximately 15-30 minutes at your event, so we suggest having take-away pieces about your company. The ribbon cutting you schedule is YOUR event and there are no set rules on what to do. But, below are some tips to help make your event successful.

- Schedule your event at least two weeks in advance. Ribbon cuttings can be scheduled Monday-Friday from 7AM-6PM.
- Determine who will cut the ribbon. The owners, top managers or executives most frequently do the honors, but each business is different and can pick whomever they like.
- Determine who will be in the photo. Some business will take multiple photos at the event to include staff, guests, Ambassadors, etc.
- Plan out your remarks or a speech. This is usually done when everyone is gathered before the ribbon cutting. This is a great time to give a short "commercial" and share what it is you do and what sets you apart. The Chamber Ambassadors love hearing from businesses and they that share information with fellow Chamber members.
- Invite everyone you know! Invite clients, prospects, friends, family, business neighbors, associates, government officials, etc.
- Food and beverage is not required, but for open house events it can make a nice touch.