



## Ribbon Cutting Guidelines

Owner/Manager: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Date & Time of Event:** \_\_\_\_\_

\*To better promote your Ribbon Cutting, please provide additional information that will help draw members to your event. Please email your logo in jpg format to [tina@biloxibaychamber.org](mailto:tina@biloxibaychamber.org)

Serving Refreshments: Yes \_\_\_\_\_ Brief description: \_\_\_\_\_ No \_\_\_\_\_

Door Prizes: Yes \_\_\_\_\_ Brief description: \_\_\_\_\_ No \_\_\_\_\_

### **Host Responsibilities**

- ✓ Forward completed Ribbon Cutting Application to the Chamber Executive Director
- ✓ Invite vendors, clients, friends and family
- ✓ Select person who will speak for the business, who will stand with the business owner during the ceremony.

### **Chamber Responsibilities**

- ✓ Event pictures
- ✓ Chamber will contact the Mayor's office, Board Members and e-mail membership
- ✓ Chamber will provide ribbon and cutting scissors

Biloxi Bay Area Chamber of Commerce

Please scan and email to [tina@biloxibaychamber.org](mailto:tina@biloxibaychamber.org)