



Ribbon Cutting Guidelines

Owner/Manager: _____

Company: _____

Address: _____

Phone: _____ E-mail: _____

How did you hear about the BBACC?: _____

Date & Time of Event (list multiple dates, if possible):

- 1st choice _____
- 2nd choice _____

EVENT GRAPHICS (please check one):

- The BBACC will create the event graphics for me _____ (please initial) **OR**
- I will submit a graphic in .jpg format to tina@biloxibaychamber.org _____ (please initial)

REFRESHMENTS (check all that apply):

- 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.
- Accept Facebook co-hosting invites from the BBACC

CHAMBER RESPONSIBILITIES:

- Create the event on Facebook & send co-hosting invites
- Event pictures
- Chamber will contact the Mayor's office, Board Members and e-mail membership
- Chamber will provide ribbon and cutting scissors