



Ribbon Cutting Application

Whether you are celebrating a grand-opening or a grand re-opening, the Poway Chamber will provide your business with a ribbon cutting ceremony at no cost. For a ribbon cutting ceremony description, please see the RC fact sheet. Ribbon cuttings are reserved for Poway Chamber Members only.

The Poway Chamber will invite Ambassadors, board of directors, and elected officials. A Chamber staff member will be present, to take photos of the ribbon cutting and provide the ribbon & scissors.

Please fill out the application below and return it to the Poway Chamber. Once the application is received, a staff member from the Poway Chamber office will contact you, to select a date and time. We need a **minimum of 2 week** notice to provide as much publicity as possible.

_____ Company Name		_____ Contact Name	
_____ Street Address		_____ City, State, Zip	
_____ Email		_____ Phone	
_____ Today's Date	_____ Requested Date 1	_____ Requested Date 2	
_____ Event Time	_____ Ribbon Cutting Time	_____ Grand or Re-opening	
_____ Description of Event (will food be provided, will there be music, etc.)			

-Is this event open to non-chamber members?	Yes	No
-Would you like the Poway Chamber of Commerce to include this event and pictures from it in the weekly newsletter/Chamber Report?	Yes	No
-Would you like us to advertise the event on poway.com website and calendar?	Yes	No
-Do you have a press release about your event?	Yes	No

Additional Info:

- Please be aware that holiday and weekend ribbon cuttings have low attendance from the business community and chamber staff may not be available.
- The Poway Chamber strongly encourages you to use chamber members for Ribbon Cutting caterings. You can find an updated restaurant list at www.poway.com

***If you have additional comments or questions, please contact the Poway Chamber Office.
Please complete this form and drop off, mail, fax, or email to the Poway Chamber.***

Poway Chamber Ribbon Cutting Fact Sheet

A ribbon cutting is the ceremonial opening of a brand-new or newly-renovated/relocated business.

You must be a current Chamber member in good standing for the Poway Chamber of Commerce to organize or participate in your ribbon cutting.

By hosting a ribbon cutting, you can: Introduce both the public and Chamber members to your business, announce your ribbon cutting on the Chamber's Community Calendar, familiarize the public and Chamber members with your product/services, and begin/develop a customer base. Ribbon cutting ceremonies are free for our members.

The Poway Chamber will...

1. Notify the Chamber's Board of Directors and Ambassadors Committee of your event
2. Notify local officials on your behalf
3. List your ribbon cutting on the Chamber's online calendar and slider on our website
- 4. Upon Request**, provide a list of Chamber members for food, music, and promotional items.
5. Bring the scissors, ribbon and PA system.
6. Take pictures at the event and publish a photo in our newsletter, *The Chamber Report*
7. Provide you with copies of the photos for your use.

While the Chamber will assist with the ribbon cutting, we strongly encourage you to conduct your own PR campaign to increase the attendance and awareness of your business's opening. Please understand that you should not rely solely on the Chamber to attract your audience.

Your Responsibility...

1. Schedule your event using our ribbon cutting application at least two weeks in advance.
 - Tuesdays, Wednesdays, and Thursdays are usually best days during the week for business people, not earlier than 8:00 a.m.– 8:30 a.m. or noon are the best times.
 - **Please be aware that holiday and weekend ribbon cuttings have low attendance from the business community, chamber staff may not be available.**
2. The Chamber highly recommends having giveaways, especially logo items that guests can take back to their offices. The Chamber is happy to provide you with members who can help you create gifts.
3. Food and beverages are not required but many members provide them. **The Poway Chamber strongly encourages you to use chamber members for Ribbon Cutting caterings. You can find an updated restaurant list at www.poway.com**
4. Providing music makes ribbon cuttings successful and brings more people to the event.