



Ribbon Cutting Guidelines & Reservation Form

111 West Main Street

Phone: (337) 364-1836

New Iberia, LA 70560

Fax: (337) 367-7405

www.iberiachamber.org

Welcome to the Chamber!

The Greater Iberia Chamber of Commerce is excited about your upcoming ceremony and we are committed to providing you with maximum exposure! We offer this service as a benefit of being a Chamber member at no additional cost to you. We have provided simple guidelines and information of your role as a business and the Chamber's role to assist you in the planning and coordination of a successful event.

Set the Date: In selecting a date, the Chamber request a minimum of 15 days notice. The time of the event should be the time of the actual ribbon cutting or ceremony. Once you have a date and time in mind, please contact the Chamber office by phone at 364-1836, fax 367-7405 or email info@iberiachamber.org to ensure that the date and time are available.

Chamber's Role	Business Member's Role
<ul style="list-style-type: none"> • Assist in selecting date. (The Chamber's calendar of events, as well as, the community's calendar will be of consideration in setting the date.) • Assist in establishing format of the event. • Use standard template for invitations/notifications specific to the event. • Send invitations via email and fax at least 10 days in advance to local governmental officials, chamber board of directors and media. • Provide ceremonial scissors and ribbon. • At event, welcomes new business into the chamber community and introduces any dignitaries present most of whom may wish to say a few words of congratulations. • Notify local media. • Will post event on Chamber's website. • The Chamber does not request an RSVP for Ribbon Cuttings. 	<ul style="list-style-type: none"> • Contact the Chamber at least 15 business days before the preferred date and e-mail your businesses logo to alaina@iberiachamber.org. • Spread the word about your ribbon cutting to customers, clients, vendors, friends, family and colleagues... the more, the merrier. • Decide who will cut the ribbon and which representatives of the business will address the attendees. • Notifies local media. (Even though the Chamber notifies the media, it is a good idea for the business to make those contacts also.) • You may choose to have your priest or minister present for a blessing of the building or opening prayer. • You may choose to incorporate your Ribbon Cutting with some other function; however, the Chamber's role in the event will be for the Ribbon Cutting portion of the program/event only. • Encourage facility tours. • Refreshments are optional at expense of business. • Remember your camera!

Business Name: _____

Contact: _____ **Phone:** _____

Fax: _____ **E-mail:** _____

Preference Date and Time: _____

(Note: Tuesdays, Wednesdays and Thursdays are preferable and 10:00 AM is typically an optimal time of day; these specifics are negotiable.)

Please check one: New Business Existing Business/ New location Existing Business/Major renovation or expansion

Physical Address: _____ **City:** _____ **Zip:** _____

Web Address: _____