



DISCOVER
Kalispell
CHAMBER



Ribbon
Cutting
Ceremony
Guide

CONGRATULATIONS!



**We are so excited to attend your Ribbon Cutting/Open House!
Due to the increasing demand for Ribbon Cutting Ceremonies,
here is a handy checklist for you. Ribbon Cuttings are
included with Classic & above tiered memberships.**

Tips for a Successful Ribbon Cutting Ceremony

Please review then return the attached form to: pilar@kalispellchamber.com

- **Discover Kalispell Chamber will bring the ribbon, ceremonial scissors, and several Ambassadors** and we will take pictures and a video during the Ribbon Cutting Ceremony & post to our social media
- You can use your complimentary member benefits to advertise your event on KalispellChamber.com/calendar & in our eNews. (please see ad specs for eNews)
- **Coordinate date with Pilar at Discover Kalispell Chamber by calling 758-5054.** Ribbon Cutting Ceremonies can be scheduled on weekdays (Mon-Fri) between 9AM-5PM. *We suggest the 4PM-5PM timeframe on a Tuesday or Thursday for best attendance.*

Pre-Event Tasks

- **Designate your point person to plan event**
- **Create a Facebook Event** at least 3 weeks in advance - **send a "cohost request" to the Kalispell Chamber** so we can promote your event to our 8,100+ followers.
 - Consider spending a few marketing dollars to boost your event on Facebook
 - Individually invite as many people as your can - especially affiliates/business partners
 - Share the event on Facebook groups that pertain to your industry or interest groups
 - We recommend that you invite a minimum of 150 people to your event via Facebook
- **Delegate responsibilities to your staff:**
 - Designate a contact for RSVPs or questions
 - Choose a speaker- consider saying a few words thanking guests for attending & supporting your organization. Mention promotions, upcoming events, etc.
 - Assign greeters - they will welcome your guests
 - Consider offering tours of your facility
- **Select a caterer or designate volunteers/staff in charge of food and beverage** *(optional)*. Visit the directory for a list of fellow Chamber businesses that can help: KalispellChamber.com/list
- **Photographer/Videographer**, Entertainment, Florist, etc. *(optional)*
- **Consider handing out giveaways or gift certificates** (promote via your social media and event page)
- **Plan the room layout** (tables, chairs, trash cans, etc), set up informational table about your business, display your banner, where do you want the ribbon cutting to take place, etc.
- **Have sign-in sheets or a bowl for business cards** *(these may be your future customers)*
- **Consider contacting local media to attend**

Post-Event Tasks

- **Follow up with thank you notes** to your speakers, sponsors, and other VIPs who attended
- **Share your photos/videos** by posting them online, including them in your social media or in your newsletter

Ribbon Cutting Request Form

Please review guide, then return this form to: pilar@kalispellchamber.com

Today's Date: _____

Requested Date of Event: _____

Event Start and End Time: _____

Ribbon Cutting Time: _____

Reason for Ribbon Cutting: _____

Business Name: _____

Location of Ribbon Cutting: _____

Contact Person: _____

Phone: _____

Email: _____

Website: _____



Please return this form to:

Pilar Ogier | Business Development Director

pilar@kalispellchamber.com

406.758.5054