

RIBBON CUTTING GUIDELINES

Special Event Planning Guide

SET A DATE

Allow plenty of time for preparation. Be aware of major holidays. Try to avoid a conflict with major community events and activities. The best days of the week to get good attendance are Tuesdays, Wednesdays, and Thursdays.



CHOOSING THE BEST TIME OF DAY



The time of day you choose to hold your event is up to you. Morning functions will have an entirely different atmosphere and style than a late afternoon event. Lunch time gatherings will naturally require more food and beverages. Mornings events should begin at approximately at 10am. Lunch events should begin at 11:45am. Late afternoon events should start at 4pm.

CREATE AN INVITATION LIST

Your event can be considered a complete success if you do nothing more than invite the right people to attend. Once you have a launch date and invitation list, announce it publicly! Use email and social media to help push out the invitation. Ask your family and friends to LIKE and SHARE your event, the more the merrier!



SERVING REFRESHMENTS



Although it's an added expense, serving refreshments adds a nice touch. This can be as simple as a few appetizers and drinks, or a full out spread of food. Check with the Chapin Chamber for a list of caterers to work with.

CHAMBER RESPONSIBILITIES:

- Coordinate specifics of your event with you.
- Provide scissors, ribbon and the stands for the ribbon cutting.
- Invite the mayor, board members, chamber ambassadors and Chamber Members.
- We will promote on Social Media and in our weekly newsletter.

BUSINESS RESPONSIBILITIES:

- Pre-Plan
- Finish Plans
- Execute Plans