

# Planning Your Grand Opening or Ribbon Cutting Ceremony

## Congratulations!

Your ribbon cutting or groundbreaking represents an important day for your business, and the Warrensville Heights Area Chamber of Commerce is excited to be a part of your event. This guide is designed to help you plan your ceremony. **Please keep in mind that each Chamber business is different, so not all details will apply.** The Chamber has no specific rules, but wants you to apply your imagination and marketing skills to your special event.

## The Chamber's Roles

- Sending out invitations to our chamber members via email blast dedicated to your event
- Invite and coordinate with local dignitaries to attend your event
- Posting details of the event on our website and social media channels
- Providing scissors and ribbon.

## Suggested Agenda

1. Welcome Guests – Company Representative
2. Dignitary Recognition (in this order) – Company Representative
  1. Federal Elected Officials
  2. State Elected Officials
  3. Local Elected Officials
  4. Chamber Representatives
  5. Company President/Manager
3. Speaker Introduction(s) – Company Representative
4. Brief Congratulatory Remarks from speaker(s) – Usually a dignitary and/or Chamber Representative
5. If applicable, present chamber membership plaque - Chamber representative
6. Description of Business and Introduction of Attending Staff – Company Representative
7. Cut Ribbon – Done by company, government and Chamber Representative – Photo Opportunity
8. Closing Remarks – Company Representative
9. Offer attendees a tour of the facility (optional) and/or refreshments (optional)

Worksheet

Any changes to the agenda?

---

Who will be your company representative (full name & title)?

---

Who will be included in your photo opportunity while cutting the ribbon?

---

---

Will your business join the chamber? If you will, do you want the plaque to be presented during the event?

---

Will you offer your attendees a tour of the facility?

---

**NEED ASSISTANCE?**

Call the Chamber office at 216-454-0199 or email us at [admin@whacc.org](mailto:admin@whacc.org) .We are willing to assist you in planning and preparing your business for this event.