

# St. Bernard Chamber of Commerce

*Where Everyone Knows Your Name*

## *Ribbon Cutting Ceremony*

The St. Bernard Chamber of Commerce offers planning services for a ribbon-cutting ceremony. This includes scheduling a parish government representative, inviting local media, and announcing the event to the Chamber membership.

Due to the various schedules to be coordinated, we try to plan 3 weeks in advance to ensure excellent attendance and publicity. Please refer to the timeline below for the planning process.

### **Timeline**

3 weeks prior to event	Business requests ribbon-cutting and selects date; Chamber coordinates Parish government representation
2 weeks prior to event	Chamber announces the event via email, flyers, website, online media, and submission to local newspapers, along with reminders
Day of Event	Chamber brings scissors and ribbon, business provides space and refreshments, if desired.
Within week of event	Chamber publishes recognition and press releases

**Contact us to start planning!**

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