

MIAMI REGIONAL CHAMBER OF COMMERCE

RIBBON CUTTING GUIDELINES

RIBBON CUTTING CEREMONIES ARE HELD FOR:

- New Business (in business for one year or less in the Miami OK area)
- New Location
- Expansion or Remodeling of Location
- Change of Ownership
- Large Milestones/Anniversaries (5,10,25,50th)

SCHEDULING A RIBBON CUTTING

- A Ribbon Cutting Request Form must be completed. The form may be sent to you via email or you may access it on the Chamber website.
- The Ribbon Cutting Request Form must be returned to the Miami Regional Chamber of Commerce. A staff person will then be in touch to finalize all arrangements.
- Ribbon Cuttings will be hosted Monday – Friday between 8:00 a.m. – 5:30 p.m. If special time or date or arrangements are necessary, discussion with Chamber staff/volunteers will be necessary.
- Ribbon Cuttings/Groundbreaking Ceremonies should be scheduled at least 1 week in advance (2 weeks would be preferred).

DUTIES OF BUSINESS

- Complete the Ribbon Cutting Request Form that provides detailed info for the Chamber's promotion of your ribbon cutting.
- Provide the MRCC with your business logo
- Communicate with the MRCC Staff as to expectations and needs for your specific ribbon cutting
- Determine specific company person(s) to speak at ribbon cutting ceremony
- Invite staff, family, customers, friends to celebrate with you.
- Order food, drink, or giveaways, if you desire, for the celebration

DUTIES OF THE MIAMI REGIONAL CHAMBER OF COMMERCE

- Arrange for elected officials to be present, if applicable. Please note: we cannot guarantee the attendance of the Mayor or other elected officials, but we will do our best to secure officials at your celebration.
- Arrange for Chamber staff or dignitary to officiate the actual ribbon cutting ceremony
- Contact Chamber Ambassadors, Chamber Board & Staff to encourage their attendance
- Create official invitation to share via social media, media and with business (use to send to personal invitation list)
- Provide promotion of your Ribbon Cutting in Chamber communications and on the Chamber website
- Provide large ceremonial scissors and ribbon
- Take photos/video to post on Chamber social media
- Provide photo/video to business

ONE WEEK BEFORE RIBBON CUTTING

The Chamber will call to confirm ribbon cutting arrangements/details

If you have questions, please call us at: 918-542-4481 or email: tmestes@miamiokchamber.com