



Ribbon Cutting/Grand Opening Policy

Welcome to the Greater Macon Chamber of Commerce!
We are happy to help coordinate your grand opening/ribbon cutting ceremony.

Please see the following list of guidelines which will make your event a success:

- To schedule your Ribbon Cutting, please contact **Tim Hughes** at the Chamber two to three weeks prior to the proposed event date in order for your organization's ribbon cutting/grand opening event to be publicized. Tim can be reached at 478-621-2000.
- The Chamber will provide bows, ribbon, and the ceremonial scissors for the ribbon cutting/grand opening. The Chamber encourages all events to be held during the business week (Monday-Friday) between the hours of 10:00 AM and 4:00 PM. The Chamber will confirm the date and time requested after checking the master calendar of events previously scheduled.
- The member is responsible for inviting friends/family/media to the event. Though the media will receive the notice of the ribbon cutting via the Newsletter and/or blast e-mail, the Chamber cannot guarantee that the media will attend the event.
- Please be aware that the time of your event is published in the Newsletter and/or blast e-mail, so many people depend on your promptness.
- The photos of your organization's grand opening/ribbon cutting event will be published on the Chamber's website on the Ribbon Cuttings photo gallery section. It will also be posted to the Chamber's Facebook page.

Please sign below to indicate that you understand and agree to the Greater Macon Chamber of Commerce's Ribbon Cutting/Grand Opening Policy. **Please email the completed form to O'Claudia Johnson at ojohnson@maconchamber.com.** Should you have any questions, O'Claudia can be reached at 478-621-2000.

Company Name: _____

Address: _____
Address City State Zip

Phone Number: _____ **E-Mail Address:** _____

Preferred Date: _____ **Preferred Time:** _____

Print Name of Organization Contact: _____

Signature of Organization Contact: _____ **Date:** _____

