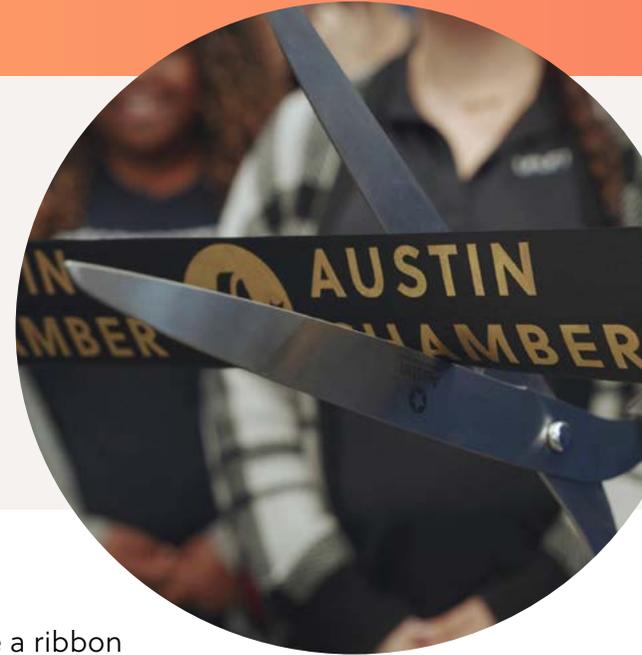




# Austin Chamber Ribbon Cutting Guidelines

To ensure that you have a successful ribbon-cutting event, here are a few guidelines to follow:



1. You must be at the Build level membership or above to receive a ribbon cutting.
2. Allow for, at least, three weeks' notice prior to the event for the invite to go out with all the details of the event that you submitted on the Type form.
3. Your business must be fully open and operational before you schedule the event and submit the Type form.
4. Once we receive the form with the time and date of the ribbon-cutting, we will send you confirmation, if that date and time is available. Once you receive confirmation, you will not be able to re-schedule the date of the event for any reason.
5. Ribbon cuttings will only take place Monday – Friday during the week. We are not able to accommodate ribbon cuttings on Saturdays, Sundays, Holidays, and dates that correspond with Austin Chamber events. Suggested days of the week are Tuesday through Thursday for better attendance.
6. Make sure that you provide the correct address and any specific parking instructions.
7. Included in the ribbon cutting will be:
  - a. Formal scissors and ribbon.
  - b. Personal invites to our Austin Chamber Ambassador Committee members.
  - c. Chamber Ambassador point person to help orchestrate the event
  - d. Publication on the Austin Chamber Community Calendar page (for public events).
  - e. Blog posted to our website and on the Austin Chamber Newsletter.
8. The Austin Chamber can provide a media list. It is the responsibility of the company to contact the media and/or public officials to be present.

*We encourage you to provide decorations and light refreshments for the event.*

For more resources, please visit:

**[austinchamber.com/membership/resources](https://austinchamber.com/membership/resources)**