



Ribbon Cuttings & Grand Openings

The Chamber staff is happy to help its members coordinate ribbon cutting ceremonies and grand openings. Regardless of the occasion - a new business opening, a move to a different location, a name change or an addition to your business - they're all important milestones and the Chamber can help make the celebration easier for you. The following information can help you plan your event:

What the Chamber Does:

- Schedules your ribbon cutting. Tuesdays & Thursdays at 11:30 a.m. or 4:00 p.m. are the best days and times and have been shown to be the most convenient for those you will be inviting.
- Sends your press release to its media contact list which includes the The Herald Star, WIXZ 950 AM, 106.3 The River, The Weirton Daily Times, WTOV9 & WTRF7.
- Puts a blurb about your event in our weekly newsletter, "In The Know" which gets emailed to over 800 Chamber members and employees.
- Invites representatives from the Chamber Ambassador Club, the Chamber Board of Directors and local elected officials in the city where your business is located.
- Brings the ceremonial scissors and ribbon the day of the event.
- Helps coordinate photos and if a photographer from the media is not in attendance, takes pictures.

What We Need From You:

- A date and time for your ribbon cutting well in advance.
- A press release at least two weeks in advance of your event.

Helpful Tips:

- Invite current customers, family members and employees with a personal invitation or phone call.
- Provide light refreshments.
- Have copies of your press release available for members of the media and guests.
- Have marketing materials, business cards, coupons or small promotional gift items for attendees.
- Have a door prize drawing or contest for those who attend.
- Know who you'd like in the official press release photo to represent your business.

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