



LEWIS COUNTY
CHAMBER OF COMMERCE
est 1922

RIBBON CUTTING REQUEST PACKET

A SPECIAL CELEBRATION OF YOUR BUSINESS

**346 MARKET PLACE MALL
PO BOX 1074
WESTON WV 26452**

WWW.LCCHAMBER.ORG

304.269.2608





The Lewis County Chamber of Commerce is always eager to celebrate milestones of businesses in our community. A ribbon cutting event is an opportunity to showcase what your business has to offer!

We offer this service free to the opening of a new business or if you are a member, the celebration of a milestone anniversary, moving to a new location, remodeling its facility, under new ownership or management, launching a new product or service.

The Lewis County Chamber of Commerce will work with you to help make your ribbon cutting a success for your business. From our experience, you can expect anywhere from 10 to 50 people in attendance. This depends on a number of factors, the most essential being the promotional efforts to invite your contacts to your special event.

What You Need to Plan to Do:

- Work with chamber staff to select a date and time at least 3 weeks in advance
- Invite customers and prospects, friends and family, neighboring businesses
- Offer a free gift, drawing or giveaway
- Put out balloons and signs
- Offer light food and beverage to your guests. If it is a morning event, coffee and pastry, or for an afternoon event plan on soft drinks, cheese and crackers and/or one or two light appetizers.

What We Will Do:

- List your event on the Chamber website calendar
- Announce your event in our email newsletters
- Announce event through Chamber social media
- Invite elected officials, media contacts, and the Chamber Board of Directors
- Provide ribbon, large ceremonial scissors and conduct the event
- Post pictures on social media after the event



Ribbon Cutting Event Request Form

We ask that you give at least three week notice so we can ensure VIPs have time to schedule their attendance as well as provide you with ample time for promotion.

To schedule a ribbon cutting, please complete the request form below.
If you have any questions, please don't hesitate to at lcinfo@lcchamber.org or give us a call at 304-269-2608.

This form can also be found on our website:
<https://www.lcchamber.org/chamber-ribbon-cuttings/>

What are we celebrating?

New business New location New owner Groundbreaking Other

Business Name _____

My business is a current member of the Chamber

Yes No Unsure

1st choice for event date/time _____

2nd choice for event date/time _____

Event Contact Name _____

Event Contact Phone _____

Event Contact Email _____

Event Location Address _____

City _____ ST _____ Zip _____

Website _____

Brief description of your business _____

Business owner names _____

Brief background on the owners _____

Business day/hours of operation _____

What important information should we share in our press release and communications?

If planning on serving refreshments or providing entertainment, please describe

Any other details or instructions you would like to share?

**Return this form to our office at 346 Market Place Mall, Weston or mail to PO Box 1074,
Weston WV 26378.**