



noblesville
CHAMBER OF COMMERCE

RIBBON CUTTING CEREMONY REQUEST FORM

Ribbon Cuttings are a milestone for businesses of all sizes and industries and we appreciate you including the Noblesville Chamber on your special day! The chamber participates and helps plan many ribbon cuttings each year and we are here to help guide you based on the type of celebration you strive to achieve. Whether it's a small celebration with your staff and close family and friends or a larger reception with customers, clients, and vendors with entertainment and refreshments, the chamber staff can help guide you to your goal and celebrate your official opening.

Business Name _____

Address (where ribbon cutting will take place) _____

Ribbon Cutting Contact Name, Title _____

Phone _____ Email _____

Website _____

Social Media pages (so the chamber can tag you in social media posts) _____

Current Member of the Noblesville Chamber of Commerce? Yes No Future Member

If no, would you like information about the chamber and future involvement? Yes No

Date business opened or will open _____

*Ribbon Cutting date requests (Please review ribbon cutting guidelines on the back of this form before choosing a date):

1st choice date & time _____

2nd choice date & time _____

3rd choice date & time _____

**Please submit this form at least 2 weeks before your preferred date to allow for proper planning for the chamber and potential attendees. We do our best to accommodate dates and currently avoid weekends and after business hours to ensure maximum exposure to the business community. We also recommend avoid scheduling around other events or holidays (i.e. any Friday before holidays or school breaks). Please check the chamber website (noblesvillechamber.com) to prevent any other conflicts.*

Event Details

Please describe what you have planned so we can plan accordingly and share that information with potential attendees:

Type of Ribbon Cutting you have planned (options are on the back side of this form for reference). _____

Do you plan to offer refreshments, entertainment, program, etc.? _____

Ribbon Cutting Options and Guidelines

A RIBBON CUTTING CEREMONY TYPICALLY HAS THE FOLLOWING CRITERIA: New business (*opening soon or opened within the last 6 months, change of ownership, new address/location, milestone anniversary, groundbreaking*) | Scheduled at least two weeks in advance | Scheduled on a weekday during workday business hours to allow the business community to attend and celebrate your opening (*or upcoming opening*) | Certificate of Occupancy approved by the City of Noblesville (*invitation will be sent out based on status provided by the Planning Department*)

THE NOBLESVILLE CHAMBER OF COMMERCE WILL: Discuss your plans and help you reach your ribbon cutting goals | Coordinate with the City of Noblesville to confirm status of Certificate of Occupancy and other necessary permits | Send calendar invite to chamber's VIP invite list, which includes 50+ chamber board members, other business leaders and city officials | Provide ceremonial scissors and chamber branded ribbon | Take photos of the ceremony and also able to take other photos as requested | Share photo on social media platforms

No two ribbon cuttings are the same and we want to help you make yours as unique as your business. The following are examples of the common types of ceremonies and can be customized to fit your organization's personality and celebrate your success!

1. EFFICIENT RIBBON CUTTING: Quick photo opportunity to capture the moment and use on social media. This often includes your staff, chamber staff, and a few business leaders. This event can last 15-30 minutes with short remarks from the owner, chamber, or other officials in attendance.

2. EVENT RIBBON CUTTING: Ribbon Cutting + Open House. This often includes the ribbon cutting ceremony along with an open house to provide additional marketing opportunities for visitors to learn more about your business, make purchases, meet staff, etc. It can last 1-2 hours, with a speaking portion of the program by the owner, chamber or other officials, 30 minutes into the event, followed by an open house. A sound system, podium, tent, etc. may be needed for this type of event. The chamber has a sound system available for a rental fee and advance notice. Other rental and expenses are the responsibility of the host.

3. INBETWEENER RIBBON CUTTING: Event Ribbon Cutting without the Open House. This is for the businesses wanting to extend the celebration time without a full public open house or reception. It typically is 30-50 minutes with 10-20 attendees on a weekday, during traditional business hours.

4. WEEKENDER RIBBON CUTTING: Open House with quick Ribbon Cutting. This is for businesses wanting to celebrate with their customers on a weekend. It allows more time with customers but due to its timing, is difficult to schedule city officials or others from the business community.

5. EXCLUSIVE RIBBON CUTTING: By Invitation only, similar to an Event Ribbon Cutting but with a higher level of care given to all aspects. Sometimes something of significance is unveiled or presented (donation to charity, gifts, new development, etc.) and photos are often professionally captured throughout the event.

Do you plan to give tours of the facility? _____

Will you be open for business during the ribbon cutting ceremony? _____

Will someone from the company speak briefly about the business, welcome attendees, etc.? If yes, please provide their name(s).

Will any corporate representatives be present? (Applicable for chain and franchises) If yes, please provide their name(s).

Will any vendors be on-site? _____

Name and title of the person cutting the ribbon (this is often someone from your company or a city official, if in attendance)

Please give advance thought to the type of ribbon cutting photos you are requesting and make note of the names of individuals to include in the photos _____

The Noblesville Chamber provides ceremonial scissors and chamber branded ribbon but if you prefer to provide your own, please check here.

The chamber's sound system is available for a rental fee. Is the chamber's sound system needed? Yes No Maybe

By returning this signed request form for a ribbon cutting ceremony, I know that I will be contacted to coordinate and finalize plans.

Signature _____ Date _____



Please complete this form and email it to Kristi Spehler at kristi@noblesvillechamber.com. Please include any additional information or promotional materials for your event.

April 2024 (date form was revised and will be updated as revisions are made)