



RIBBON CUTTING POLICY

Ribbon Cuttings will only be held when any one of these conditions are met for a chamber member only.

- The Business is a member in good standing with the Tahlequah Chamber.
- The company is a new business who has been in business for 6 months or less.
- The company has new owners who have owned the company for 6 months or less.
- The company has occupied a newly constructed facility for 6 months or less.
- The company has conducted a major expansion or renovation within 6 months of less.

- All Ribbon Cutting invitations will be sent out via email to the current member roster.

- A Ribbon Cutting Request Form must be completed and returned to the Chamber before the event is scheduled. The form is available upon request from the Chamber office. The member business will be contacted with confirmed event date/time.

- Ribbon Cuttings will be scheduled at least two weeks in advance, and during business hours, Monday-Friday. Exceptions to this rule must have prior approval by the Chamber President.

- Suggested message to be used at Ribbon Cutting event and in promotion of the service.
“Ribbon Cuttings are an exclusive benefit of Chamber Membership. This service helps our members get the word out that they are “open for business.” This is a great way to let area businesses know about you!”

What the Chamber provides:

Schedule the event with business

Schedule the event with TACC Ambassadors

Provide Scissors, Ribbon and Official Photo

Submit Photo to Chamber Newsletter,
Social Media and ChamberChat E-
Newsletter

Ribbon Cutting Events are an exclusive benefit of membership. There is no charge for this benefit. This service helps our members get the word out that they are “open for business.” This is a great way to let area businesses & individuals know about your company!

The Tahlequah Chamber will:

- Schedule the ribbon cutting with your business at least two weeks in advance
- Invite Chamber Ambassadors to attend, as well as notify key business leaders.
- Provide the Ribbon Cutting Scissors and ribbon.
- Be responsible for taking the official ribbon cutting photo.
- Assist with announcements at ribbon cutting ceremony with prior knowledge of ceremony activities.
- Include information and a photo of the ribbon cutting event in our weekly e-newsletter and social media.
- Provide a mailing list of chamber members and key business leaders prior to the event upon your request for mailing invitations.

Requested Ribbon Cutting Date _____ Time _____

Business _____

Contact Person _____

Location Address _____

City _____ State _____ Zip _____

Phone _____ Facebook _____

Email _____

Business Hours of Operation _____

The following Information will be provided to the Newspaper & Included in the Newsletter

Owner(s): _____

Manager(s): _____

Website: _____ Hours of Operation: _____

Reason for Ribbon Cutting: _____

Brief Description of Business: _____

