



Ribbon Cutting Guidelines

- Rochester Chamber will provide ribbon and one set of “big scissors.”
- One or more Rochester Chamber staff members will attend.
- A representative from Rochester Chamber will speak at your event (if requested).
- Rochester Chamber will invite local elected leaders on your behalf (if requested).
- Rochester Chamber will notify media of your event if desired, but unfortunately, cannot guarantee coverage. This is in no way a reflection on your event, but often times a lack of staffing and competing priorities.
- We suggest that your event fall between 10:00 a.m. and 3:00 p.m., Tuesday through Thursday to maximize attendance.
- When selecting a date for your event, try to avoid conflicts with major community events, activities and holidays.
- If you plan to have other activities along with your event (i.e. tours, demonstrations, etc.), make sure to designate a specific time for the ribbon cutting portion of the ceremony.
- Plan your program flow. As a rule of thumb, the official ceremony shouldn't last longer than 20 minutes. Identify your emcee, designated speakers, and order of speaking.
- Give thought to any specific needs such as podiums, microphone, A/V, etc. (as needed). Typically, microphones aren't necessary for groups under 50.
- While catering is not required, it often adds a nice touch. If you have any catering needs, we would be happy to provide a list of Rochester Chamber members that offer these services.

Let us know if you have any questions. Our knowledgeable staff is happy to provide additional guidance to help make your event a success.