

THE SOLON
Chamber of
COMMERCE
SERVES AS AN
ADVOCATE
FOR THE
BUSINESS
COMMUNITY
BY SUPPORTING
AND FOSTERING
vibrant
ECONOMIC
GROWTH.

6240 SOM Center Road #211 (440) 248-5080

www.solonchamber.com

RIBBON CUTTING CHECKLIST



The Solon Chamber of Commerce would love to celebrate your business or organization's milestone! A Ribbon Cutting Event is a great way to bring businesses and the community together to celebrate the vibrant energy and growth of Solon, Ohio! This checklist will help us make your event the best it can be. If you have additional questions, please email president@solonchamber.com!

Reason for ribbon cutting:

- New business in town
- New location
- Remodel/Expansion
- Business anniversary
- Other

What day will your ribbon cutting be?

Ideally, pick a weekday 4-6 weeks away:

Preferred Date & Time*: _____

Backup Date & Time 1: _____

Backup Date & Time 2: _____

**Note: Please plan for the ribbon to be cut approximately 15-20 min. after start time*

We need the Chamber to:

- Bring the Scissors & Ribbon
- Bring speakers & microphone
(on-site power source required)
- Invite the Mayor & Councilmembers to attend
- Invite State & Federal Officials (or reps from their office)
- Invite Chamber Members to attend
- Announce ribbon cutting via Chamber newsletter

- Promote our ribbon cutting on social media
- Host registration online
- Create Facebook Event
- Post on the Chamber's Calendar

Will there be any other amenities?

- Tour of facility/location
- Refreshments
- Sales/Coupons/Deals
- Giveaways/Prizes/Raffles

Who will cut the ribbon?

(Owner, Mayor, Chamber?)

Tell us about your business! What's your story? _____

Who would you like to speak at the event (from your Company or Organization, the Solon Chamber, Mayor, etc.): _____

Next Steps:

- Send us a high-resolution .png version of your logo for marketing purposes as soon as possible. If you have any images or text you'd like us to include, send those along too!
- Invite your guests! Customers, suppliers, employees, neighboring businesses, friends & family!