



Chamber Ribbon Cutting Policies & Procedures

Ribbon Cuttings are not a Business After Hours or Membership Mixer event and hosts are encouraged not to plan food, beverages, etc. A ribbon cutting is for publicity purposes. A photograph will be taken and provided for you and the Largo/Mid-Pinellas Chamber of Commerce. It will appear in the Chamber Connections newsletter, on the Chamber web site for a minimum of one month, provided to the Largo Leader newspaper and kept in our archives.

- Ribbon cuttings are held for Chamber members only.
- Ribbon cuttings are restricted to new business in the area or businesses opening at a new location within the area. An established business, newly joining the Chamber of Commerce is not eligible for a ribbon cutting.
- Ribbon cuttings will be held on Tuesday or Thursday at 8:30 AM or between 4:00 to 5:00 PM only. In consideration of those attending, only one ribbon cutting will be scheduled per day. Exceptions to these rules will be considered if the grand opening is associated with a major business, shopping center or major event.
- When you arrange your ribbon cutting, the Chamber must confirm the availability of the date on the Chamber master calendar. Please keep in mind that the date you want may possibly not be available. Call **Cindy Paquin** (727-584-2321) at the Chamber office to confirm a date.
- Ribbon cuttings will be attended by the Chamber's Ambassadors, an official representation of the Largo/Mid-Pinellas Chamber of Commerce.
- Hosts that wish to include the ribbon cutting with a larger event may do so. However, the responsibilities of the Chamber in that event are the same as Ribbon Cuttings stated above.

HOW TO REQUEST A RIBBON CUTTING

1. Come to the chamber and schedule the date in person
2. Have the Chamber mail a form to you by US Postal mail
3. Call and have the Chamber **fax** the form to you
4. Download the MS Word or Adobe PDF file from the Chamber web site www.largochamber.org



Ribbon Cutting Reservation Form

Business Name: _____

Contact Person: _____

Contact Phone: _____

Ribbon Cutting DATE (Tuesday/Thursday only):

1st Choice _____ **2nd Choice** _____

Ribbon Cutting TIME:

8:30 a.m. _____ **4:00 p.m.** _____ **or 5:00 p.m.** _____

New Business _____ **Existing Business/New Location** _____

Address: _____

City: _____

Zip: _____

Fax: _____

E-mail: _____

For additional assistance, please contact Cindy Paquin, Events & Communications Director at 584-2321 or email events@largochamber.org.