Quick Reference Checklist for Grand Opening or Ribbon Cutting Ceremony

___ Designate your event planner/coordinator. Perhaps it may be you.

___ Contact the Marshall County Chamber of Commerce. They provide the three foot scissors and wide ribbon for the Ceremony.

___ Delegate Responsibilities:
   ___ Designate a contact for RSVPs
   ___ Choose emcee/speakers
   ___ Greeters
   ___ Tour guides of the business
   ___ Cleanup

___ Establish a budget for your event

___ Select event date, time and rain date (if needed)

___ Select and contact event vendors:
   ___ Caterer or Volunteers/Employees in charge of food
   ___ Photographer/Videographer
   ___ Entertainment (optional)
   ___ Florist (optional)

___ Predetermine Room Layout (where to put table and chairs, podium (if needed); trash cans, set-up of an information table with information about your business such as cards/brochures/advertising/Samples/Gifts/Document, etc.

___ Display Company Banner

___ Have Sign-In Sheet for Guests (remember these may be your future customers)

___ Name Tags

___ Send invitations (Chamber will send out announcements, as well as, post it on Marshall Happenings and the Community Calendar) **SEE ADVERTISING LIST**

___ If you require a mail out, contact the Chamber for member mailing labels
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___ Prepare guest list
___ Date to call or send reminders:______________
___ Prepare press release for Chamber, Newspaper, Radio (send to director@marshallchamber.org)
___ Identify dates to contact local media  **SEE ADVERTISING LIST**
   ___ Notify media
   ___ Invite media to attend  (Chamber will do this too)

POST EVENT TASKS
___ Follow up with thank-you notes to all of your speakers, sponsors and other VIPs who attended, as well as your faithful staff.
___ Share your photos/videos by posting them online, including them in your newsletter or social media
___ Be sure and send the press release to the Tribune

*Chamber of Commerce will Provide the Following:*

RIBBON CUTTING SCISSORS
RIBBON
BOWS
STANCHIONS

MAILING LABELS PRIOR TO THE EVENT (if you want to mail invitations to members)

ADVERTISING THE EVENT BY POSTING TO SOCIAL MEDIA, EVENTS CALENDAR AND NEWSLETTER