



Ribbon Cutting Interest Form

We're excited to help you celebrate your milestone, whether it's a grand opening, relocation, expansion, renovation, or anniversary, with a ribbon cutting that reflects the significance of your achievement.

As a valued Chamber member, your event will be featured on our community calendar and, as time permits, promoted through our social media and member newsletter, offering excellent visibility and connection with the community.

Our team is happy to emcee your event and assist with planning to ensure a smooth and memorable experience.

With your permission, we'll share event photos on our social media and submit a recap and photo of the event to local media outlets. While we cannot guarantee coverage, we aim to highlight your business and its impact.

We also provide our signature bright green ribbon, ceremonial scissors, and permanent markers for guests to sign as a keepsake.

Ribbon cutting events may be scheduled Monday through Thursday, starting at 10 a.m. and concluding by 5 p.m. or Fridays starting at 10 a.m. and concluding by 1 p.m. Ribbon Cuttings cannot be held on weekends, holidays or on the same day as other ribbon cuttings.

*To ensure a successful event, please provide at least 4 weeks' notice for coordination and outreach to members and local officials.

*Note: Ribbon cuttings can be held at one of our Chamber offices for those without a storefront or office

This requested event is a

- ☐ Groundbreaking ☐ Grand Opening ☐ Relocation ☐ New Business
☐ Expansion ☐ Rebranding ☐ Reopening ☐ Newly Renovated
☐ New Ownership ☐ Milestone _____ ☐ Commemoration _____

Name of Company/Organization: _____

Address of Ribbon Cutting: _____

OR at a Chamber office in ☐ Albany ☐ Clifton Park ☐ Schenectady

Contact Name: _____ Contact Phone: _____

Scheduling Your Celebration

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Preferred Date & Time: _____

Alternate Date & Time: _____

Reminder: available times are Monday - Thursday, starting at 10 a.m. and concluding by 5 p.m. or Fridays starting at 10 a.m. and concluding by 1 p.m.

Support Services Requested Select the services you'd like us to provide

- ☐ Master of Ceremony (chamber staff will lead/MC your event)
- ☐ Bring ribbon, scissors, and permanent markers
- ☐ Notify other Ambassadors
- ☐ Invite Local Officials (Optional):

If there are specific elected officials you'd like us to invite, please list below.

Help Us Tell Your Story To support your media feature, please answer the questions below or share your prepared release if available.

What inspired you to start your business?

Why did you choose this industry or type of business?

What personal or professional background led you here?

Why did you choose this location?

What would you like potential customers to know about your business?

Is there anything else you'd like to share?

Facebook handle: _____ Instagram handle: _____

LinkedIn profile or URL: _____

Return this completed application to Kathy Tabora ktabora@capitalregionchamber.com

Sample Agenda approximately 10-15 minutes

Welcome Remarks	Event Emcee
Introductions/Acknowledgements	MC introduces Elected Officials, VIP's, Chamber Staff/Ambassadors, Business Owner
Brief Business History/Story	Business Owner, Principal or Designee
Ribbon Cutting	Posed photos will be taken and then official ribbon cutting happens on the count of three.
Optional	Tours of business, networking

Ribbon Cutting Tips for a Successful Celebration

Planning & Preparation

- **Keep It Short & Sweet:** Most ceremonies last 15–30 minutes. A simple format helps guests stay engaged and on schedule.
- **Assign Roles:** Who will be in photos. Designate team members to handle setup, greet vendors, manage logistics, and clean up afterward.
- **Select the Backdrop for the Ribbon Cutting:** Infront of signage, special features storefront work best

Promotion & Invitations

- **Spread the Word:** Promote through your own social media or storefront signage.
- **Invite Your Network:** Include family, friends, employees, neighbors, and business partners. A strong turnout creates buzz and builds community.
- **Add Your Personal Touch:** Consider creative elements that reflect your brand, this is your celebration!

Food & Atmosphere (optional)

- **Offer Light Refreshments:** Food encourages guests to mingle. Options range from snacks to catered meals. Choose what fits your style and budget.
- **Create a Festive Vibe:** Balloons, banners, music, and branded décor help set the tone. Consider a selfie wall or backdrop for photos.

Photos & Media

- **Capture the Moment:** Hire a photographer or designate someone to take photos.
- **Smile for the Ribbon Cutting Photo:** We'll guide you with a "1...2...3" countdown—so be ready to smile and celebrate!
- **Post-Event Coverage:** Share your own recap on social media to keep the momentum going.

Final Reminders

- **Relax & Enjoy:** Ribbon cuttings are meant to be fun!
- **Say Thank You:** Follow up with guests, post photos, and express gratitude to everyone who helped make your day special.