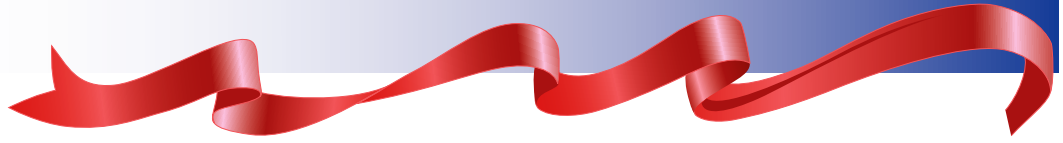




# Your Chamber offers:



- All Ribbon Cuttings are performed Monday thru Friday 9AM - 5PM
- Request must be approved by the Chamber at least two weeks prior to the Ribbon Cutting
- Event listing on the online Chamber calendar (with advance notice). [www.surpriseregionalchamber.com/calendar](http://www.surpriseregionalchamber.com/calendar)
- Event listing on the newsletter Chamber calendar (with advance notice). Deadlines are the 10th of every month for the following month.
- Event listing on the Email Weekly reminder (with advance notice).
- Emailed notification to Diplomat Committee, Chamber staff, Chamber Chair and City/Town leaders.
- Use of ribbon, Chamber sandwich boards, and over-sized scissors upon request.
- Chamber staff member to take photo with Chamber camera.
- Diplomat Committee members to help with the ribbon cutting and fill your photo with smiling faces.
- Home Based businesses are welcome to pair up with another business or hold their event at the chamber office

## Additional Suggestions on how you might promote your event:

- Put together an event agenda so everyone knows what to expect and to keep you on track.

### For example:

8am Meet with staff to go over agenda  
8:15am Set out refreshments for guests  
8:30am Greet guests  
8:45am Make announcement to guide folks to ribbon cutting area  
9:00am Introduce self & staff  
Introduce dignitaries (mayor, councilmember, etc.)  
Talk about business  
Photos  
Window decal presented by the Chamber  
Cut ribbon

- Personally invite press, fellow businesses, and dignitaries. You want them to know how much it would mean for them to be there.
- Send out Press Releases to local newspapers and television stations about your event. (see attached media list)
- Have a "Register to win" contest so you have the contact information of the people who attended and you can follow-up with them later and thank them for coming.
- Have "giveaways", so they take something home or back to their business with your business name on it to remember you by.
- Sponsor an event at your Chamber or in the community to show your support and get your business name out more. The Chamber produces 4 major events each year and offers many other monthly opportunities.
- Partner with a non-profit. Dedicate funds from sales that day or week. For example, "bring in a canned food item, receive \$2 off." Or "\$5 from every sale this week goes to ...."
- Decorate your office with a theme. Have the theme tie in to your business, refreshments, and giveaway.

BEST WISHES TO YOU AND YOUR BUSINESS!

**SURPRISE REGIONAL  
CHAMBER OF COMMERCE**