



Timmins Chamber of Commerce  
Chambre de commerce de Timmins

# Ribbon-cutting Package

\$125 (+HST)

Whether your business is celebrating its grand opening, relocating, or launching a new product or service, a ribbon-cutting ceremony creates awareness about your business with fellow Chamber members and the community at large.



## Let us take care of:

- Inviting the local media to your ribbon-cutting
- Promoting your ribbon-cutting through our e-newsletter and on social media
- Providing the ribbon-cutting scissors and photography



For more information, contact the Timmins Chamber at:  
(705) 360-1900 | [info@timminschamber.on.ca](mailto:info@timminschamber.on.ca)

    **timminschamber.** 



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**\$125** (+HST)

## **Business Ribbon-cutting Package**

### **Planning Information Package**

Hosting a ribbon-cutting event is all about creating awareness of your business with your fellow Chamber members and the community at large.

#### **Business Responsibilities:**

- ✓ Reserve a Ribbon-cutting Package by contacting the Chamber
- ✓ Select a date for the ribbon cutting
- ✓ Select the time the ribbon will be cut
- ✓ Have refreshments available for attendees
- ✓ Contact the Mayor's office or city council (to cut the ribbon, if desired)
- ✓ Provide the Chamber with your logo and bio for advertisement creation
- ✓ Have a minimum of one staff representative present at the event

#### **Opportunities:**

- ✓ Give each attendee a gift
- ✓ Give tours, demonstrations and offer door prizes
- ✓ Have a representative from your organization welcome guests as they arrive and promote your business
- ✓ Personally invite anyone connected to your business (suppliers, clients, potential clients, neighbouring businesses)
- ✓ Collect business cards and assign employees to follow up and thank guests for attending your event

#### **Chamber Responsibilities:**

- ✓ Promote your ribbon-cutting event via Chamber Inside e-newsletter and on social media
- ✓ Invite the local media to your ribbon cutting (company bio and exact time of ribbon cutting required)
- ✓ One Chamber staff will bring the ribbon and large gold scissors to your event
- ✓ Take a photograph of the ribbon-cutting ceremony, which will be emailed to you
- ✓ Include post-event photo and write-up in our Inside Business newspaper and on social media

# Business Ribbon-cutting Package

## Planning Calendar

Today	<ul style="list-style-type: none"><li>✓ Reserve your ribbon-cutting date with the Timmins Chamber; you will receive an invoice of \$125 (+HST)</li><li>✓ Email your company bio, logo and exact time of the ribbon cutting to: <a href="mailto:info@timminschamber.on.ca">info@timminschamber.on.ca</a></li><li>✓ If desired, contact the Mayor's office or city council to secure their availability for your ribbon cutting</li></ul>
One Month Prior	<ul style="list-style-type: none"><li>✓ Call and/or email your suppliers, clients, potential clients, neighbouring businesses and encourage them to attend your ribbon cutting</li><li>✓ Order giveaways with your company logo on them to give to each attendee. Please refer to the Chamber Directory for a list of members who offer this service (optional)</li></ul>
One Week Prior	<ul style="list-style-type: none"><li>✓ Order refreshments and snacks</li><li>✓ Ensure all of your handouts are ready (brochures, giveaways, etc.)</li></ul>
Two Days Prior	<ul style="list-style-type: none"><li>✓ Organize the supplies you will need</li><li>✓ Decide who will be in the ribbon-cutting photo</li></ul>
Day of Event	<ul style="list-style-type: none"><li>✓ Display your brochures and giveaways</li><li>✓ Select exactly where you would like to stand to cut the ribbon</li><li>✓ Put out your refreshments and snacks</li><li>✓ <b><i>One Chamber staff will attend, deliver the ribbon and gold scissors, and take a photo of the ribbon-cutting ceremony</i></b></li></ul>
Days Following the Event	<ul style="list-style-type: none"><li>✓ Call or email those who attended your event to follow up on sales leads and to thank them for attending</li></ul>

## Timmins Chamber of Commerce

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