



***If you have a Chamber Ribbon Cutting coming up, here's a list of things to assist you in creating a successful event:***

## **BUSINESS RESPONSIBILITIES**

### ***Before the Event***

- Designate a contact person and speaker and provide The Chamber with names
- Share The Chamber's Facebook event post to your business Facebook page at least one week out, three days out and then the day of the event
- Designate tour guides of business, if applicable
- Decide on what you'll serve – not necessary for a Virtual Only event
  - Beverage
  - Snack item or Hors d-oeuvres
- Prepare banners or signs if needed
- Advise The Chamber of any discounts or specials you are running or door prizes you are giving away in celebration of the event
- Send conversation topics to The Chamber office at least three days prior to event, to [hayscc@hayschamber.com](mailto:hayscc@hayschamber.com). Experience has shown that when The Chamber leader for events is aware of the topics to cover, the event goes better because the leader can keep the event on track and refocus as necessary.

### ***After the Event***

- Share details about the business, what makes it special, and any event discounts you are offering

## **CHAMBER RESPONSIBILITIES**

### ***Before the Event***

- Post event to all Chamber calendars & schedule of events
- Internal Outlook Calendar
- Create a Facebook Event
- Ribbon to Cut
- Scissors
- Facebook Live Recording
- Photographer

### ***After the Event***

- Photo included in upcoming Monday news blasts and newsletter