



Ribbon Cutting Information

The Plano Chamber of Commerce offers one Ribbon Cutting for each new member, as a membership benefit. Whether you are a new or established business, a Ribbon Cutting is a great way to introduce yourself, your brand, and your business to the Plano community.

Scheduling

- Ribbon Cuttings are scheduled on Tuesdays and Thursdays at 10:00 AM or 4:30 PM at your business' location. The location of the ribbon cutting must be within two miles of Plano city limits.
- For scheduling and advertising, we request a **4 to 6 week notice** to schedule your event.
- Members without a brick & mortar can schedule their Ribbon Cutting here at the Plano Chamber office. These Ribbon Cuttings are available the second and fourth Friday of the month at 9:00 AM, after Business Interchange or the event can be scheduled on Tuesdays and Thursdays at 10:00 AM or 4:30 PM here at the Plano Chamber office.
Speak to your Member Engagement Manager for more details.
- We understand conflicts arise if so, your ribbon cutting can be rescheduled one time.

The Ceremony

- The ceremony is relatively short. The Ambassador Chair will present the Plano Chamber plaque and business card book to you. At this time, we encourage you to say a few words about your business.
- For the photo, you and your employees/owners/etc. will set up centered, behind the banner with the scissors. Plano Chamber members will fill in alongside you and your guests.
- The Chamber provides the ribbon, Plano Chamber banner and plaque, scissors, and camera to take photos. Photos will be emailed to you after the event.
- We encourage hosts to provide light refreshments; however, that is completely your decision.
- Typically 10-20 guests from the Chamber attend.
We do not track RSVP's so we are unable to guarantee the number of attendees.

Advertising

- The Chamber invites Ambassador Committee members, unless otherwise requested.
- The event will be listed on the online events calendar, upcoming events flyer, and in *The Bottom Line* e-Newsletter.
- To submit press releases, please contact the Plano Star Courier, Plano Profile, Collin County Business Press, Dallas Business Journal, and/or the Dallas Morning News directly.
*** Please note the Plano Chamber is unable to submit press releases on a Member's behalf.***

Special Invites

- Invites to the Mayor or any other city representatives must be requested directly through the City of Plano. To request city officials for your ceremony, please visit plano.gov/mayorrequests to complete an electronic request. You may also search for your local state representative's contact information by visiting www.fyi.legis.state.tx.us/Home.aspx.
- To invite the Plano ISD school board, superintendent, or members of the superintendent's cabinet to your upcoming event, please contact Denise Gillespie, Executive Assistant to the Superintendent, by emailing denise.gillespie@pisd.edu or calling (469) 752-8123. Advance notice of four or more weeks is appreciated.

To schedule YOUR ribbon cutting, please contact your Member Engagement Manager, Christine Wunderlich, at christinew@planochamber.org.

Ribbon Cutting Reservation Form

Email completed form to christinew@planochamber.org or fax 972-422-5182

Ribbon Cutting Day (Tues/Thurs): _____ Date: _____ Time (10AM/4:30PM): _____

2nd Possible Date (Tues/Thurs): _____ Date: _____ Time (10AM/4:30PM): _____

Company: _____

Main Contact: _____

Street Address: _____

City/State / Zip _____

Phone: _____

Nearest Major Intersection: _____

Corner of Intersection (NE/SE/NW/SW): _____

Landmarks: _____

Suggestions/Shortcuts: _____

Reason for Ribbon Cutting: _____

Refreshments (provide details): _____

Any Additional Event Information (Sales or Specials):

Website Address: _____

Join Date: _____

Contact the Plano Chamber Membership Team for Available Dates!

Chamber Use Only

Accepted By: _____

Chamber Master: _____

Completed: _____

Ribbon Cutting Photos: _____