



The Collin County Black Chamber of Commerce holds ribbon cuttings as a membership benefit. We will host one ribbon cutting per member. Please know ribbon cuttings can only be rescheduled one time if a conflict arises. We typically begin advertising your ribbon cutting immediately.

- We schedule ribbon cuttings on Wednesday s from 3pm-5pm and Thursdays 10am-12pm. Ribbon cuttings typically last 30-45 minutes and are held at the business location.
- We request at least 2 weeks advance notice when scheduling your ribbon cutting.
- The location of the ribbon cutting must be within Collin County.
- The Chamber will send out the notice to our Ambassador Committee as well as add the ribbon cutting to our online events calendar and The Monthly Newsletter.
- We bring the ribbon, certificate, banne, scissors and camera to take the picture. You (the member) just need to be there.
- We encourage members to invite clients, vendors, business associates, neighbors, friends and family. Don't forget to tell them to arrive a few minutes early as we attempt to take the picture as close to the scheduled time as possible.
- If you would like to invite the Mayor or any other city representatives, you must make that request directly to the City. We do not make requests on behalf of businesses.
- Oftentimes, the host decides to provide light refreshments; however, that is completely your decision.
- There are typically between 10-20 people who attend.
- The ribbon cutting ceremony is relatively short. For the picture, we like for you and your employees/owners/etc. to be in the middle with the scissors. We fill in both sides and back rows with our volunteers. A quick presentation will occur right before the cutting. Please be prepared to say a few words to tell the group about your business.
- Ribbon cuttings are so frequent that we are unable to issue press releases for each ribbon cutting. However, we will take pictures and email them to you. Feel free to contact Plano Star Courier, Plano Profile, Collin County Business Press, Dallas Business Journal, and/or Dallas Morning News if interested in doing so.

To schedule YOUR ribbon cutting, please contact the Membership Director at [mashondi@ccblackchamber.org](mailto:mashondi@ccblackchamber.org).

**Contact the Collin County Black Chamber Membership Team for Available Dates!**



# Ribbon Cutting Reservation Form

Email completed form to [mashondi@ccblackchamber.org](mailto:mashondi@ccblackchamber.org).

Day of Ribbon Cutting: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Possible Date: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company:

\_\_\_\_\_

Main Contact:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City/State /

Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

Corner of Intersection (N,S,E,W): \_\_\_\_\_

Landmarks:

\_\_\_\_\_

Suggestions/Shortcuts:

\_\_\_\_\_

Reason for Ribbon Cutting: \_\_\_\_\_

Refreshments (provide details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Additional Event Information (Sales or Specials): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Website Address:

\_\_\_\_\_

Join Date:

\_\_\_\_\_

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