



Ribbon Cutting Ceremony & Celebration Guidelines

On behalf of the NACC, we would like to congratulate you on your upcoming Ribbon Cutting celebration that you are scheduling with us. Please send your preferred date for your event at your earliest convenience. We all look forward to helping make your celebration a special time for you and your business.

Ribbon Cutting Schedule

Ribbon Cuttings are booked one month or more in advance and are scheduled on a Wednesday or Thursday. Ceremony hours are lunch time (11:30a-12:30p) and evening hours (4:30p-5:30p)

Hosting Benefits

The Ribbon Cutting/Hosting fee of \$300 includes the following:

- NACC will arrange for a Naperville City Official, the Chamber President or Chamber Board Member, or other dignitary to officiate. *(We do not guarantee the attendance of the Mayor, it is only a request)*
- NACC will contact Chamber Ambassadors, TEAM Members, Chamber Board & Staff to encourage their attendance
- A notice of your Ribbon Cutting in Chamber communications, and on the Chamber's website www.naperville.net;
- NACC will provide "official" ribbon and scissors for the ceremony
- NACC will take digital photo to post to Chamber social media; share with media
- Up to five minutes of microphone time at your ceremony promoting your business

Event Recommendations

To ensure that your Ribbon Cutting celebration is a successful event, we encourage our hosts to:

- Send out invitations to customers, friends, and family and promote on your social media sites
- Send out a press release to local media announcing your upcoming celebration
- Add excitement to your celebration by offering discounts and door prizes
- Be sure to provide hors d'oeuvres and refreshments for those who attend. We recommend soft drinks, beer and/or wine. If you need a caterer, be sure to check the NACC website directory at <https://napervilleilcoc.wliinc23.com/Catering>
- Dedicate time to provide tours of your business space to your guests
- Display your literature and give out promotional items
- Please feel free to do as much or as little as you would like to "showcase" your business. We want you to be creative and comfortable with hosting your celebration
- **Please note that once your event is promoted, we strongly suggest there be no changes to the date and time.**

Please contact [Cheryl Fontaine](#) or call 630-544-3380 to answer any questions on scheduling your Ribbon Cutting Celebration.