



PLAINFIELD
CHAMBER OF COMMERCE
BELONG • ENGAGE • SUCCEED

Ribbon CUTTING POLICIES

If you are a member in good standing and have a grand opening or major anniversary to celebrate, we can help you commemorate your success!

The Plainfield Chamber will provide you with the large, ceremonial scissors and a long length of ribbon for a photo op. Plus, we will add your ribbon cutting date to our event calendar and post on social media after our event.

To help you plan, please read over our policies and helpful tips.

How long should I plan for a Ribbon cutting?

- Ribbon cuttings are primarily photo ops for you to share your business opening with the community. A simple ribbon cutting will last about 15 minutes.

How many people will attend a ribbon cutting?

- Depending on the date and time, the following can vary;
 - The Chamber will have at least 1-3 staff members in attendance, with the addition of a few board members.

Days & Times

- Monday – Thursday from 9am to 4pm
 - Contact the Chamber to set up a date within these parameters.

Photography:

- A Chamber staff member will take pictures with phones/tablets then edit to post.
- If you prefer to have a professional photographer, it is your responsibility to provide.

Other Details:

- If you prefer to plan a grand opening or an open house with refreshments for staff or the general public, in addition to the ribbon cutting, that is your prerogative to do so!
 - NOTE: We ask that the ribbon cutting take place at a specified time and before any other activities you may have planned.
- Chamber Staff and Board Members may not be able to stay for an extended amount of time and we do not require any extras on our part.

IF YOU HAVE ANY ADDITIONAL QUESTIONS OR WOULD LIKE TO SET UP A RIBBON CUTTING DATE, PLEASE GIVE US A CALL AT 317-839-3800 OR EMAIL US AT CHAMBER@PLAINFIELD-IN.COM.

