



**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.

### ***Will the Chamber show up for 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.
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### ***Days & Times***

- Monday – Thursday from 9am to 3pm
  - 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!
- Please note that 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](mailto:CHAMBER@PLAINFIELD-IN.COM).**

