

FARMERS BRANCH  
CHAMBER OF COMMERCE  
RIBBON CUTTINGS & OPEN HOUSES



The Farmers Branch Chamber of Commerce would like to welcome you to the Chamber Community by offering you the opportunity to spotlight your business. We would like to show our support by making your ribbon cutting/openhouse a special event. (Chamber staff and volunteers will not be available on weekends or holidays)

If you have any questions or to request a ribbon cutting/open house, please call the Lara Orlic, Director of Chamber Relations at 972.243.8966 or email [lorlic@fbchamber.com](mailto:lorlic@fbchamber.com).

### ***Our Role...***

- ☞ Your event will be advertised in the monthly edition of *Branch Business*, website calendar, and by promotional emails to the membership
- ☞ Members of our Ambassadors Club Committee will be invited to attend as greeters
- ☞ We will provide our special ceremonial ribbon, golden shears, and a senior staff representative will give a short welcome on the day of your event
- ☞ Photos will be taken and featured in our monthly *Branch Business Newsletter*
- ☞ For a minimal fee, a set of membership mailing labels will be provided

### ***Your Role...***

- ☞ A date and time must be selected (we will need this information three to four weeks prior to the event)
- ☞ Participants will need to be selected for the ribbon cutting ceremony
- ☞ You will need to arrange for publicity, this includes media invitations, press releases, photography, etc.
- ☞ Invite your guests
- ☞ Provide refreshments
- ☞ Please provide a welcome book for sign-in and/or a basket for business cards (a door prize drawing will encourage people to put in business cards for you to follow-up)