

Ribbon Cutting/*Grand* Opening Policy

Welcome to the Youngsville Chamber of Commerce!

The Youngsville Chamber of Commerce is pleased to provide this service to our valued members as we help you to bring exposure to your business. We are happy to help coordinate your grand opening/ribbon cutting ceremony.

The following list of guidelines will assist you in planning a successful event:

- Ribbon cuttings are usually planned for business' expansion, relocation, grand opening, major anniversary, ground breaking or renovation.
- To **schedule** your Ribbon Cutting, please contact Tammie Romero, Diplomat Chair, TammieR@gcbank.com or our Executive Director, Lacey Viator, lacey@youngsvillechamber.org. Complete the **Ribbon Cutting Request Form** at least 30 days prior to the proposed event date. The diplomat committee will coordinate with you on your date selection and help to make your event as memorable as possible. Our diplomat committee consists of an elite group of seasoned Chamber volunteers that serve as Chamber Diplomats. This group was established to ensure adequate event coverage. Given the large number of members we serve, and the number of events we host it is not always possible for Chamber Staff to attend all ribbon cuttings.
- **Time** – Ribbon Cuttings generally take place Monday-Friday between 8:00 AM and 6:00 PM, If you wish to request a date or time outside of the normal work week, please be advised that Chamber Diplomats participation may be minimal. We try to be mindful of scheduling demands on our volunteers.
- **Invitations** – The member is responsible for inviting friends/family/media to the event. The Chamber will provide you with a suggested VIP list, which includes the media and elected officials. The Chamber will promote your ribbon cutting via the Chamber Newsletter and one blast email, on the Chamber website (www.youngsvillechamber.org), and social media including Facebook and Twitter. It is recommended that you send out a press release to the local media. The Chamber cannot guarantee the media will attend the event.
- The **Ceremony**. Typical ribbon cuttings last 30 minutes. It is important that you start on time. Receive guests for 20 minutes and the Ribbon Cutting lasts 10 minutes. It's your event so you can make it as grand or as simple as you like; coffee and donuts in the morning, cake and soft drinks in the afternoon or as elaborate as catering with food and music. **The Chamber will provide** the large scissors and the ribbon for your event.

Media:

The Lafayette Daily Advertiser

Newsroom

Email: news@theadvertiser.com

Phone: 289-6300 ext. 4

The Advocate (Acadiana Edition)

Angie Scopes

Email: ascopes@theadvocate.com

Phone: 337.534.0716 Fax: 337.269.0410

The Independent

Cherry Fisher May

Email: Cherryfm@theind.com

Phone: 337.769.8620

Youngsville Police Department

Chief of Police, Rickey Boudreaux

Email: rickeyboudreaux@youngsvillepd.org

City of Youngsville Staff / Youngsville City Council

City Clerk Sally Angers

Email: SallyAngers@YoungsvilleLA.gov

Phone: 337.856.4181

Mayor Ken Ritter www.youngsville.us

Councilwoman Dianne McClelland

Councilwoman Lauren Michel

Councilman Matt Romero

Councilman Kenneth "Ken" Stansbury

Councilman Jameson "Jamey" Abshire

Chief Administrative Officer, City of Youngsville

Simone Champagne

Email: simonechampagne@YoungsvilleLA.gov

337.856.4181

Youngsville Fire Department

Fire Chief, Blair Rivette

Phone: 337.856.6906