



SAN MARCOS AREA CHAMBER OF COMMERCE

Policies for Ribbon Cutting Scheduling & Cancellations

June 2024

SCHEDULING:

In the San Marcos area, ribbon cuttings are typically held on Thursdays weekly at 10am, 10:30 or 11am, at locations within the city limits. For those with home-based businesses or no San Marcos location, they can be held at the Chamber office or nearby park. Ceremonies are not scheduled on weekends or holidays. They are scheduled based on availability, and it is **recommended to schedule them a minimum of 3-6 weeks in advance** for maximum publicity and attendance!

A ribbon cutting can be held for one of the following celebrations: new membership, new business, new location, grand opening, grand re-opening, second location, new ownership/management, milestone anniversary, or expansion.

If your property is under construction and you wish to hold a Grand Opening/Ribbon Cutting, please reach out to schedule when construction is *completed*. Keep in mind that construction is almost never completed on time and there are often delays with furnishings, movers, etc. You want to put your best foot forward and have the work completed in its entirety before welcoming guests to your place of business.

Guidelines:

The Ambassador's Chair will serve as M.C. to host the event and introduce you to the group. You will be asked to introduce yourself and your staff, and talk about your business. You may choose to provide a brief tour of your facility afterward if appropriate. You are encouraged to invite additional guests, customers/clients, friends, family members, and neighbors/colleagues. The Chamber will bring the ribbon and big scissors, your Chamber Member plaque, and a camera to take pictures of the event. Please be prepared to provide the full names and titles of the primary representatives in your ribbon-cutting photo.

You may wish to provide light refreshments for your guests and the Chamber Ambassadors, but it is not necessary, and it's entirely up to you. If you do plan to serve heavy refreshments or a full lunch, please inform the Chamber in advance so it can be promoted and guests can schedule ample time there to enjoy it.

CANCELLATIONS:

For several weeks leading up to each event, the Chamber promotes ribbon cuttings to members and the general public. It is not possible to reach everyone who intends to participate with news of cancellations. They cause disruptions to many people's schedules. Therefore, cancellation is only acceptable for a valid reason.

If a ribbon cutting is canceled for any reason other than hazardous weather, members must wait two months before rescheduling a new date. To emphasize the negative impact of cancellations, a \$75 fee is requested before rescheduling is allowed.

A ribbon cutting may only be rescheduled once.

For more information, contact the Chamber at 512-393-5900 or admin@sanmarcostexas.com.