

Host Your Celebration with The Chamber

# Ribbon Cuttings Grand Openings & Mixers

Let The Chamber's professional event planning services work for you!

*From planning and media release to registration and publicity,*

*The Chamber can help make your company event shine!*



## Express Ribbon Cutting

Provided by Greater Lehigh Valley Chamber of Commerce:

- Master of Ceremonies
- Agenda planning
- Ribbon & Ceremonial Scissors
- Event listed on Chamber website calendar
- Social media promo announcing the event
- Listed in Connections on Ribbon Cuttings page
- Photographs taken and shared through Social Media and Newsletter (pending space availability)
- One hour celebration

**Price: \$200**

**Weekend Rate: \$300**

## Deluxe Ribbon Cutting

Provided by Greater Lehigh Valley Chamber of Commerce:

- Master of Ceremonies
- Agenda planning
- Ribbon & Ceremonial Scissors
- Registration Table & Name Badges
- Event listed on Chamber website calendar
- Social media promo announcing the event
- Listed in Connections on Ribbon Cuttings page
- Press release sent to Media and Elected Officials list
- Photographs taken and shared through Social Media and Newsletter (pending space availability)
- Two hour celebration

**Price: \$400**

**Weekend Rate: \$600**

## Business Mixer (Mon-Thur)

Provided by Greater Lehigh Valley Chamber of Commerce:

- Master of Ceremonies
- Agenda planning
- Ribbon & Ceremonial Scissors
- Registration Table & Name Badges
- Assistance with vendors
- One email blast sent to Chamber membership
- Event listed on Chamber website calendar
- Social media promo announcing the event
- 1/4 page Ad in Connections Promoting Event
- Press release sent to Media & Elected Officials list
- Photographs taken and shared through Social Media and Newsletter (pending space availability)
- Two hour celebration

**Price: \$500**

## Host Guidelines and Responsibilities

- Select your date/time -Wednesdays & Thursdays are typically the best days for these events, 5-6pm with the ceremony at 5:30pm.
- Create a guest list. Be sure to invite your family, friends, bank officials, suppliers, and others who may have assisted with your new endeavor.
- Design an invitation for your personal invites (use print or email). Please send to GLVCC ASAP for promotions.
- It is important to include an RSVP on your invitation.
- Host is responsible for additional publicity
- Arrange for photographer
- Collect business cards for promotional give-a-way and for future promotions.
- Provide refreshments and Hor D'oeuvres -we can provide a list of member caterers.
- Follow up is key! Be sure to thank those that attended after your event for future business opportunities.

For more information or to schedule your event,  
please contact Liz Weaver at 484-264-6630 or at LizW@lehighvalleychamber.org