

Telfair County Chamber of Commerce
9 East Oak Street
McRae-Helena, GA 31055
(229) 868-6365 | www.telfairco.org

Member Development

Ribbon Cutting/Grand Opening/Ground Breaking Guidelines

The Telfair County Chamber of Commerce is pleased to organize and publicize our member's ribbon cuttings, grand openings, ground breakings in the event that a company has recently opened, moved to a new location or expanded its current location. We are also happy to help promote any open houses or receptions our members have for their clients, vendors, customers, etc. To take advantage of this service, payment of dues must be made before planning or publicizing an event.

The Chamber's role in ribbon cuttings/grand openings/ground breakings consists of:

- Sending out invitations to our Chamber Staff and Board of Directors
- Posting details of the event on our website/social media and in an email to all Chamber members and contacts
- Providing scissors and ribbons

Criteria for Chamber involvement in such events are:

- A ribbon cutting/grand opening/ground breaking must take place within 3 months of the opening, moving or expansion of your business
- We would like to ensure our staff/board of directors are available for an event, so the Chamber tries not to schedule more than one event per day and no more than four events per week. It is also recommended that you choose **several possible dates** for an event, in order to work around events that the Chamber may already have scheduled.
- In order to ensure that the Chamber can successfully market the event, we recommend the event be scheduled at **least three weeks prior to the event date**.
- We recommend these events be scheduled during business hours, which are 8:30 a.m. to 5:00 p.m., Monday – through Friday. In our experience, events held during the business day are better attended by the community but the Chamber is open to other days/time upon availability.

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Tips for a Successful Ribbon Cutting

The More the Merrier...

We encourage businesses to invite clients, vendors, neighboring businesses, family and friends to ribbon cuttings. This is not only to have a larger gathering for the photos, it enables the business to showcase its assets to many.

Celebrate and Decorate...

Celebrate this great day by having festive décor – balloons and company signage not only draws attention to your business, it brings a celebratory spirit to the ceremony and makes it easier on attendees to locate your business.

Chips, Dip and Everything in Between...

It is not required, but to bring flair to the event, it is encouraged to serve light refreshments such as snacks, cakes, chip.

Open Up...

Give guests a brief tour of your company and explain its function. You may never know what this can do for making business contacts in the future.

Ribbon Cutting/Grand Opening/Ground Breaking Reminders

- Weekday events are easier to draw attendance.
- Contact the media to get publicity and coverage of the event and business. (Media contacts list enclosed.) It is often difficult to attract the media to these events; therefore it is beneficial to also send out a press release to the enclosed contacts.)
The Chamber will notify the local newspaper of the upcoming event but it will be your responsibility to notify other media outlets if you so desire.
Any paid announcement and/or advertisement will be the responsibility of your company.
- If you choose to send out mailed invitations, do so at least two to three weeks in advance and follow up with an email reminder the week of the event.
- Contact the Telfair County Chamber of Commerce at (229) 868-6365 three to four days before the event to discuss any last minute questions or concerns regarding the event.
- We recommend that you reach out to elected officials to invite them to your event. (Names are enclosed)

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Suggested Ribbon Cutting/Grand Opening/Ground Breaking Agenda

1. Welcome Guests ---by Chamber Representative
2. Dignitary Recognition (in this order) by Chamber or Company Representative
 - a. Federal Elected Officials
 - b. State Elected Officials
 - c. County Elected Officials
 - d. Municipal Elected Officials
 - e. Chamber Board of Directors
 - f. Company President/Manager
3. Comments from Company Representative(s)
4. Prayer of Dedication – (optional)
5. Cut Ribbon/Photo Op
6. Offer attendees a tour of the facility (optional) and/or refreshments (optional)

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MEDIA CONTACTS FOR RIBBON CUTTINGS

PRINT

1. The Telfair Enterprise: 229-868-6015
2. Wheeler County Eagle: 912-529-6624
3. Jeff Davis Ledger: 912-375-4225
4. Dodge County News: 478-374-6397

BROADCAST

1. WYSC WYIS Radio-McRae: 229-868-5611
2. WBYZ Radio-Baxley: 912-375-3000

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Invitation List

Telfair County Board of Commissioners

91 Telfair Avenue * Suite A
McRae, Georgia 31055
(229) 868-5688

Chair-Pat Ray
Commissioner-Author Moore
Commissioner-Edwin Neal
Commissioner-Mark Smith
Commissioner-Annie Williams

City of Jacksonville

PO Box 7
Jacksonville, GA 31544-0007
(229) 833-6901
Mayor-The Honorable John Dopson
Council Member-Kim Lowe
Council Member-Jessica Neal
Council Member-Deborah Pace
Council Member-Danielle Smith
Council Member-Lenton Smith

City of Lumber City

P. O Box 489
33 Main St.
Lumber City, GA 31549
(912) 363-4942

Mayor – The Honorable Sue Sammons
Council Member- Terrell Brown
Council Member-Johnny Burkett
Council Member-James Nester
Council Member-Sammy Smith
Council Member-Alice Strong
Council Member-Henry Wilcox

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City of McRae-Helena

25 S. First Ave.
McRae-Helena, GA 31055
(229) 868-6051

Mayor-The Honorable Mike Young
Council Member-Fred Crawford
Council Member-Ronnie Gay
Council Member-Johnny Higgenbotham
Council Member-Kenneth Jones
Council Member-Joe Thomas
Council Member-Janeen Tokar

City of Milan

P.O. Box 87
2 Mt. Zion St.
Milan, Georgia 31030
(229) 362-4290

Mayor-The Honorable Jimmy Kirkland
Council Member-Cyler Jones
Council Member-Chad Puckett
Council Member-Glenda Taylor
Council Member-Robin Ussery
Council Member-Cricket Williamson

City of Scotland

969 Main St.
P.O. Box 197
Scotland, GA 31083
(229) 868-2315

Mayor-The Honorable Rickey Widener
Council Member-Chris Ashley
Council Member-Terry Moon
Council Member-Vince Renew
Council Member-June Salazar

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US Delegation

Senator Johnny Isakson

One Overtone Park
3625 Cumberland Blvd.
Atlanta, GA 30339
(770) 661-0999

Senator David Perdue

191 Peachtree St. NE
Suite 3250
Atlanta, GA 30303
(404) 865-0087

State Delegation

Senator Tommie Williams thru December 31, 2016

148 Williams Ave.
Lyons, GA 30436
(912) 536-7444

Senator Blake Tillery beginning January, 1, 2017

404 Durden st.
Vidalia, GA 30473
912-537-3030

Representative Jimmy Pruett

P.O. Box 459
Eastman, GA 31023
(478) 374-4316

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Telfair County Chamber of Commerce
Ribbon Cutting|Grand Opening|Ground Breaking Ceremony Request

Ribbon Cutting Ceremony - The Telfair County Chamber of Commerce is pleased to organize and publicize our member's ribbon cuttings, grand openings, and ground breakings, in the event that a company has recently opened, moved to a new location, or expanded its current location. We are also happy to help promote any open houses or receptions our members have for their clients, vendors, customers, etc. For new members to take advantage of this service, payment of membership investment must be made before publicizing an event.

Benefits:

- Use of ceremonial ribbon and scissors
- Pictures and promotion through the Chamber's website and social media sites
- Email Invitations sent to Chamber Members and Contacts

Please complete the information below:

Please check the type of event:

- Ribbon Cutting Grand Opening Ground Breaking

Please check if you will be organizing the agenda or if you prefer the Chamber to organize the agenda: . (Sample agenda on page 3)

- I will prepare agenda (Please forward copy of agenda to rogers@telfairco.org)
 Chamber to prepare agenda

Please provide three possible dates/times you would prefer to hold event:
(Chamber will contact you to discuss the best possible date for event)

1. _____
2. _____
3. _____

Company Name: _____
Contact Name: _____
Location of Event: _____
Email: _____
Phone: _____
Signature: _____ Date: _____

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Please deliver this form to the Telfair County Chamber of Commerce located at 9 East Oak St.,  
McRae-Helena, GA 31055 or email to [rogers@telfairco.org](mailto:rogers@telfairco.org) or fax to 888-575-2477.