"The Regional Business Connector"

Chamber Ribbon Cutting Checklist & Planning Suggestion Guide

We deliver the most comprehensive ribbon cutting experience in the region, with a special Mini-Public Relations Packet included.

What the Southeastern Chamber Provides:

Event Planning & Promotion

- *Full ribbon cutting event planning & coordination*
- *Custom-designed flyer for your event*
- *Social media posting on LinkedIn, Facebook, and Instagram*
- *Event notice sent to:*
    - *Three local TV news stations*
    - *Two local news papers*
    - *Mayor and City Council*
    - *Five neighboring general managers/operators within a 1-mile radius*

Ceremony Materials

- *Large ceremonial scissors and small scissors*
- *Ribbon with decorative bows*
- *Chrome stanchion poles*
- *Chamber-branded banner*
- *Balloons for display*

Sign-In & Guest Station

- *SCC tablecloth for registration table*
- *Sign-in sheets or digital tablets*
- *Clipboards & pens*
- *Business card holder with Team cards*
- *Candy bowl display*
- *Guests business cards bowl*
- *2 cork board signs*
- *Internal itinerary document (for Chamber team coordination)*

Membership Bonus

- *1 year of Southeastern Chamber membership included*
- *Unlimited access to expos, mixers, and business workshops (no added fees)*

What the Business Must Provide:

- *Reserved ceremony area for the ribbon cutting*
- *(1) 6-ft table for registration*
- *(1) 6-ft table for refreshments*
- *Chef's choice of appetizers (e.g., Kickin' Chicken wings or house specialties.*

**Please inform Chamber staff in advance if warmers or early arrival support is needed*

Menu Suggestions Per Time of Day for Ribbon Cutting

MORNING BEFORE 11:00 AM

Beverages suggestions per your budget:

- *Fresh brewed coffee (regular & decaf)*
- *Hot tea selection*
- *Bottled water*
- *Orange juice, Apple juice or fruit-infused water*
- *Iced coffee (especially in warmer months)*

Food suggestions per your budget:

- *Mini muffins or pastries (croissants, danishes, scones)*
- *Fresh fruit platter or fruit skewers*
- *Breakfast mini sandwiches (e.g., egg & cheese on mini croissants)*
- *Bagels with cream cheese (individually wrapped or pre-sliced)*
- *Yogurt parfait cups with granola*
- *Donut holes or mini donuts (optional, for a more casual feel)*

Extras (optional):

- *Napkins branded with your logo*
- *Small signage for dietary indicators (e.g., "gluten-free," "vegan")*
- *A coffee/tea bar station with creamers, syrups, and stirrers*

LUNCH AFTER 11:00 AM

For lunch ribbon cuttings with the Chamber, especially if you're expecting business professionals, local officials, or media- keep it light, neat, and convenient to eat while networking. Here are top-tier options that we suggest depending on the tone of your event:

1. Business Casual & Catered

Perfect for banks, offices, or corporate grand openings

- *Mini Sandwich Platter: Assorted turkey, ham, chicken salad, and veggie wraps or sliders.*
- *Pasta Salad or Quinoa Salad Cups: Served in individual portions.*
- *Fresh Fruit & Cheese Tray*
- *Dessert Bites: Brownie squares, cookies, or lemon bars.*
- *Drinks: Bottled water, iced tea, lemonade, soda cans*

2. Southern Hospitality Style

Great for lowcountry events or locally owned businesses.

- *Shrimp & Grits Shooters or Mini Biscuits (chicken, pimento cheese, or ham)*
- *Deviled Eggs & Pickled Veggies*
- *Pulled Pork Sliders or BBQ Chicken Bites*
- *Peach Cobbler or Banana Pudding Cups*

3. Trendy & Gen-Z Friendly

Ideal for creative industries or urban ribbon cuttings with the Southeastern Chamber

- *Gourmet Boxed Lunches: Individually packed with a wrap, chips, fruit, and a cookie.*
- *Charcuterie Cones or "Graze Cups"*
- *Plant-based Options: Chickpea salad wraps, vegan bowls*
- *Mocktail Station or infused sparkling water bar*

EVENINGS AFTER 5:00 PM

1. Elegant Evening Cocktail Reception

Perfect for hotels, upscale businesses, or milestone openings at the Southeastern Chamber.

- *Passed Hors d'Oeuvres (or buffet style):*
- *Mini crab cakes with remoulade*
- *Caprese skewers or bruschetta*

- *Bacon-wrapped dates or shrimp*
- *Mini chicken & waffle bites*
- *Charcuterie & Cheese Board Station*
- *Mini Desserts: Cheesecake bites, chocolate truffles, or macarons*
- *Signature Cocktail + Wine & Beer Bar*

(Option: create a custom-named drink in honor of the business)

2. Trendy & Social (Gen-Z / Millennial Friendly)

Ideal for our DMV Region or fashion, beauty, or creative business launches.

- *Tapas-Style Bites:*
- *Street taco mini tray*
- *Loaded tater tot cones*
- *Flatbread wedges (fig & goat cheese, BBQ chicken, etc.)*
- *DIY Grazing Table: Veggies, dips, popcorn, mini sliders*
- *Mocktail & Sparkling Drink Bar (Add branded drink toppers or glow cups)*
- *Dessert Wall or Doughnut Stand*

3. Southern Charm Evening Mix

Great for our lowcountry businesses or Southern rooted brands.

- *Mini Shrimp & Grits Cups*
- *Fried Green Tomato Sliders*
- *Pimento Cheese & Biscuit Bites*
- *Peach Tea Vodka Cocktail or Bourbon Lemonade*
- *Pecan Pie Tartlets or Red Velvet Cake Pop*

TRANSPARENCY:

Your Ribbon Cutting can be as laid back or as upscale as you'd like it to be. If you desire a simple, easy, in-and-out flow with quick bites, do it! If you desire a more detailed and midgrade or an upscale event, do that too! We merely provide suggestions to fit every event tastebud.
No matter where you are located in the Southeastern Region, Let's Make It Nice. Let's Make It Memorable and Let's Make it the BEST DAY EVER!

To book your ribbon cutting or request additional planning support:
Contact: "Southeastern Chamber Entire Team"
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