

Special Ceremony Information



Chamber of Commerce
of Huntsville/Madison County
225 Church Street, Huntsville, AL 35801

Contact: **Kathleen Byrne**, Events Coordinator
kbyrne@hsvchamber.org or (256) 535-2051

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www.HuntsvilleAlabamaUSA.com

1. Call or e-mail Kathleen at the Chamber to set up a time and date for your ribbon cutting, groundbreaking or anniversary celebration.
2. Normally, the ribbon cuttings, groundbreakings and anniversary celebrations are held during normal business hours. Successful event times have been anywhere between 10 a.m. and 3 p.m., Monday through Friday. Ribbon cuttings usually last approximately 15 minutes for a simple event (*without food or refreshments*) or *between 30 minutes to an hour for an elaborate event (with food or refreshments)*.
3. The Chamber invites its staff and all Chamber Ambassadors and Emissaries to attend every ribbon cutting, groundbreaking and anniversary celebration; therefore, it is important to have your event during normal business hours for a large turnout.
4. If you would like to send out invitations announcing your event, we can furnish you with a Dignitary Invitation list (includes elected officials). You probably will want to mail your invitations to all your friends, business associates, dignitaries and elected officials approximately two weeks prior to the event. Email Kathleen at kbyrne@hsvchamber.org if you wish to have this list sent to you in an excel spreadsheet.
5. You can make your event as elaborate or simple as you would like by having:
 - a. a dedication, which might include a speech by the owner of the business and possibly another person/dignitary/elected official you might invite (*Please request in your invitation to that person/dignitary/elected official if you would like them to speak so they can respond directly to you.*)
 - b. a tour of the facility / business
 - c. festive food to celebrate the occasion (*for an anniversary, maybe a cake*)
 - d. it coincides with your grand opening, etc.

Again, these are just some ideas; personalize it however you would like for your guests and your business. If you have any questions please contact Kathleen for lists of caterers, etc.

6. The Chamber will supply the large ceremonial scissors, a red ribbon and a Chamber representative to take a photo during the ribbon cutting for use in various Chamber media. This service is free to all Chamber members.

*If you would like to purchase an ad celebrating your event in **Initiatives** magazine, please contact Ray Johnson at ray.johnson@htimes.com or at (256) 532-4428. The space in **Initiatives** is limited and available only on a first call basis. **There is a charge for this service.** The Huntsville Times will provide a photographer.*