



RIBBON CUTTING CHECKLIST

EVENT PLANNING

- ◆ Contact Minden-South Webster Chamber of Commerce (MSWCOC) to schedule event
- ◆ Set Date and Time 8:00 AM-3:00PM - Traditionally, the best time of day is either 8:00AM, right before lunch—11:00AM, or right after lunch— 1:00PM.
- ◆ Invite guests? Please see list of suggested invitees below. The MSWCOC will notify the elected officials and the MSWCOC Board of Directors.
- ◆ Decide on the menu. This may be as simple as soft drinks and cookies, or you may wish to have an elaborate, catered affair. It's up to you. A list of Restaurants and Caterers (all Chamber members) is included for you.

Suggested Invitees:

- Potential Customers
- Banker
- Realtor
- Insurance Agent
- Other Business Associates
- Pastor
- Family
- Friends

Chamber Will Provide

- Emcee for Event
- Ribbons & Scissors
- Photography
- Invitation to Elected Officials
- Invitation to Chamber Board