



Celebrate

YOUR MILESTONE!

**Grand Openings,
Groundbreakings &
Anniversary Celebrations**

**A comprehensive guide for
planning the perfect grand
opening or ribbon cutting
celebration!**

www.riverside-chamber.com



Congratulations



Hosting a grand opening or ribbon cutting is an exciting milestone for your business, symbolizing growth, achievement, and community engagement. This guide is designed to help you plan a successful and memorable event with the support of the Chamber. From setting the date to ensuring smooth logistics on the event day, we've outlined all the steps to ensure your celebration is seamless and impactful.



We look forward to working with you and celebrating this special occasion together!

Celebratory MILESTONES

GROUNDBREAKING

A groundbreaking ceremony is a powerful way to generate buzz as your business prepares to open in the neighborhood, while strengthening key partnerships ahead of your next big project.

GRAND OPENING

A grand opening or ribbon cutting marks the start or expansion of your business, drawing attention and building connections within the community while opening doors to key networking opportunities.

BUSINESS ANNIVERSARY

Celebrate your business anniversary with an event that spotlights your success, enhances visibility, and builds deeper relationships with clients, partners, and other business.





Hosting Fees

Monday - Friday Ceremonies

\$200

Saturday & Sunday Ceremonies

\$400





What We Do

- Send invitations to Chamber Ambassadors and Chamber members, and request certificates from local elected officials
- Promote your event via email to all of membership and in our events calendar
- Provide guidelines for planning your event which include: Referrals to catering, photography, and more
- Sample agenda to understand the flow of the event
- Provide a congratulatory certificate and new member plaque/decal
- Provide brass scissors and red ribbon for the ribbon cutting ceremony

Setting a Date

The time of day you choose for your event will shape its overall tone and details. A morning event will feel different from an afternoon gathering or an evening cocktail reception. Keep the following factors in mind when deciding:

- The ideal days for strong attendance are Monday afternoons, along with Wednesdays and Thursdays. Fridays are best scheduled before noon.
- If planning an outdoor event, choose an alternative date or location in case of inclement weather. Always have a backup plan.
- Consider avoiding holidays, large local events, or times when your target audience may not be available.
- Collaborate with the Chamber to ensure that there are no conflicting events within the Chamber or the community.



Tips:

If your business caters to professionals, a morning ribbon cutting may be ideal around 11:00 AM



For retail or public-facing businesses, consider an afternoon or evening time slot 1:00 PM

Who to Invite

Your invitation list should consist of individuals who are significant to you and contribute to the success of your business. The people you invite will vary depending on the type of event but could include the following:

- Current and potential customers
- Contractors, suppliers, and vendors
- Employees and their significant others
- Family, friends, and personal connections
- Local business owners and neighboring businesses
- Those who supported you in the early stages, such as your banker, accountant, attorney, or advisor





Game Plan



Select the Speaker and Ribbon-Cutter:

Decide in advance who will speak on behalf of the business and who will cut the ribbon. While this is often the owner or a top executive, the choice is entirely up to you. Feel free to select anyone you'd like to honor with this role.

Coordinate Photo Opportunities:

Plan who will be included in the photos. Some businesses choose to take multiple group shots before the ribbon-cutting, featuring employees, family members.

Prepare Giveaways or Prizes:

Think about providing small gifts or door prizes for attendees, such as branded logo items. These can serve as memorable takeaways for guests to bring back to their offices.

Run of Show

A clear event flow keeps your grand opening organized and impactful. Use the sample run-of-show agenda to map out key moments, from setup to ribbon cutting and guest engagement. It's a helpful tool to ensure everything runs smoothly and leaves a lasting impression on your guests.



Grand Opening & Ribbon Cutting Ceremony Wolf Tech

3985 University Ave, Riverside, CA 92501
Saturday, April 26, 2025 | 11:00 AM

11:00 AM **Networking**

11:10 AM **Welcome by Emcee:**

Jane Doe, Owner, Jane Doe Insurance
President of Economic Development of the EastHills Business Council

Emcee Introduces:

Owners, Andres Ferreira and Maresa Peralta Marques
Gelato Master, Chef Maximiliano Maccarrone

Presentation of Certificates:

- On Behalf of the City of Riverside City Councilmember/Representative
- Office of State Senator/ Representative
- Office of Assemblymember/ Representative
- Office of Riverside County Supervisor/Representative
- Greater Riverside Chambers of Commerce, Chamber Ambassador

11:30 AM Emcee invites attendees to begin the ribbon-cutting ceremony

What to Serve

Food & Beverages

Food and beverages are not required, but they can add a welcoming and celebratory touch to the event. If you decide to serve food, consider the following options:

- **Morning ceremonies** – Coffee, juices, and pastries are a great choice.
- **Lunchtime events** – Sandwiches or a light buffet work well.
- **Late afternoon and early evening** - Hors d'oeuvres or finger foods are appropriate.
- **Alcoholic beverages** – Best suited for late afternoon or evening events when appropriate.
- **For larger events**, consider a professional caterer who can offer helpful guidance and may be more affordable than expected.

Contact your grand opening coordinator at the Chamber for a full list of catering members.



Social Media



- We will promote your grand opening through the *Chamber Communicator* (e-newsletter) and share photos from your ribbon cutting across all our social media platforms.
- Additionally, we will send an email blast to our members inviting them to your grand opening.
- After your ribbon cutting, we'll feature photos from the event across the Chamber's social media platforms follow us (@RivCHAMBER).



Contact Us

Whether you're celebrating a new beginning, welcoming customers, or growing your visibility, we're here to support your success every step of the way.

If you have any questions, need help planning your big day, or want to explore ways to make the most of your grand opening, we've got you covered!



Phone (951) 683-7100



Website www.riverside-chamber.com



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GREATER RIVERSIDE
CHAMBERS OF COMMERCE