



## Reference Checklist

*For Your Ribbon Cutting Ceremony or Grand Opening Event*

- ◆ Designate responsibilities
  - ◆ Event Planner/Coordinator
  - ◆ Designer of Save the Date/Invitation
  - ◆ Contact for RSVPs
  - ◆ Greeters, Speakers, Event Maintenance Team
- ◆ Establish a budget for the event
- ◆ Select a date & time for the event (if outside, have a inclement weather backup plan)
- ◆ Prepare guest list (don't forget to invite your city, county, & state representatives)
  - ◆ Date to send Save the Date \_\_\_\_\_ [email, mail, fax]
  - ◆ Date to send Invitation \_\_\_\_\_ [email, mail, fax]
  - ◆ Deadline to get invitations to printer \_\_\_\_\_
- ◆ Select & contact event vendors/sponsors; [check out our business directory!](#)
  - ◆ Caterer/Food Providers
  - ◆ Decorator/Florist
  - ◆ Entertainment/Musicians
  - ◆ Photographer/Videographer
- ◆ Prepare a basic event layout (where to put podium, chairs, tables, ribbon cutting, etc.)
- ◆ Determine needs (tables, chairs, plates, cups, flatware, napkins, linens, & receptacles)
- ◆ Determine the type & number of centerpieces/decorations needed
- ◆ Determine whether any A/V equipment will be necessary & who will set it up
- ◆ Establish a basic timeline for the event
- ◆ Prepare any materials needed for the event
  - ◆ Gifts/Door prizes (purchase tickets if doing door prizes)
  - ◆ Sponsor's promotional material
- ◆ Prepare a press release, notify local media & invite them to attend
- ◆ Promote the event to the community; [let us help you with that!](#)
- ◆ Most importantly, make sure to enjoy your successful event!

For Additional information of services provided by the Southwest Gwinnett Chamber, call:  
**770.239.7442**