

Membership has its benefits...

## Celebration support

One of the most exciting events for a business, whether new or existing, is celebrating a grand opening, a re-opening, an anniversary, or recent achievement.

A popular benefit of Tri-Cities Chamber of Commerce membership is support for your Ribbon Cutting Ceremony. We provide the “giant” scissors for your ceremony – a great opportunity for photographs, press releases, community exposure and Chamber association promotion.

The Chamber would be delighted to help your business celebrate with a Ribbon Cutting Ceremony if the company:

- has opened its doors in the last 12 months to recognize a Grand Opening
- has changed ownership or is under new management
- had moved to a new location
- has remodeled or expanded at its present location
- is publicly celebrating an anniversary or special achievement

## How to plan a ribbon cutting event

### Inform the Chamber

Email [membership@tricityschamber.com](mailto:membership@tricityschamber.com) with the subject line Ribbon Cutting Request. Provide us with the details of your event and specifically what time you would like to conduct the actual ribbon cutting ceremony. Allow an average of 4 weeks for the Chamber to invite Board members and Chamber Ambassadors.

### Inform Chamber Members

Add your event to the [Chamber Community Events Calendar](#). Once it has been approved for the calendar, we will help you gain maximum exposure by promoting your event through our online and social media channels.

### Inform the Media

Tell the press about your event. Invite them to attend! Some local media you can approach include:

- **CKPM98.7FM** | Email [community@ckpmfm.com](mailto:community@ckpmfm.com)
- **snapt Tri-Cities** | Enter details at [tricitynewsbc.snapt.com](http://tricitynewsbc.snapt.com)
- **Tri-City News** | Email [admanager@tricitynews.com](mailto:admanager@tricitynews.com) and submit to their online community events calendar at [tricitynews.com/calendar/submit](http://tricitynews.com/calendar/submit)
- **What's on Port Coquitlam** | Email [angela@whatsonpoco.ca](mailto:angela@whatsonpoco.ca)
- **The V3H.com** | Email [news@thev3h.com](mailto:news@thev3h.com)

## How to plan a ribbon cutting event cont...

- Invite the Mayor and Council**  
Having elected officials attend your event can help raise the profile of your event in the community. Extend an invitation to your local mayor and council.
  - **Mayor Greg Moore of Port Coquitlam** | Email Jane Williams at [williamsj@portcoquitlam.ca](mailto:williamsj@portcoquitlam.ca) and Wendy Gray at [grayw@portcoquitlam.ca](mailto:grayw@portcoquitlam.ca).
  - **Mayor Richard Stewart of Coquitlam** | Email Anita Brent at [abrent@coquitlam.ca](mailto:abrent@coquitlam.ca) and Carol Jones as [cjones@coquitlam.ca](mailto:cjones@coquitlam.ca)
  - **Mayor Mike Clay of Port Moody** | Email Stephanie Williamson at [swilliamson@portmoody.ca](mailto:swilliamson@portmoody.ca).

### Planning the Event

In our experience the best time to hold your grand opening or celebration is mid-week during normal business hours, in the late afternoon, or in the evening.

- Choose the date and time
- Invite guests
  - local media
  - elected officials
  - neighbour businesses
  - existing customers
  - Chamber members
  - suppliers to your trade
  - prospects
  - personal friends and family
- Organize food and drinks
  - prepare your own
  - hire a caterer
  - champagne, wine, soft drinks
  - hors d'oeuvres
- Arrange business promotions for the event
  - drawings or door prizes
  - certificates or coupons
  - giveaways & promotional materials
  - collateral materials: cards, brochures, literature

*\*Don't forget to use the [Chamber Directory](#) to find local caterers, grocers, deli and beverage services and entertainment ideas. Make sure you let them know you are a Chamber member when you contact them!*