

**Henry County Chamber of Commerce  
1709 Highway 20 West  
Westridge Business Center  
McDonough, Georgia 30252  
770-957-5786**

***Ribbon Cutting and Groundbreaking Instructions***

As a member of the Henry County Chamber of Commerce, you will receive assistance with your ribbon cutting or groundbreaking ceremony. This service is provided if your business is new, expanding, celebrating new membership with the Chamber or celebrating the 1<sup>st</sup>, 5<sup>th</sup> or 25<sup>th</sup> anniversary year in Henry County.

**The Chamber will:**

- Invite dignitaries and other Chamber Ambassadors / Diplomats
- Provide ribbon (with Chamber logo) and large ceremonial scissors
- Provide photographer
- Insert notice and picture in the Chamber's monthly publication, *henrycounty.com*
- Have picture published in the *Daily Herald*
- A news segment will air on Southern Crescent Broadcasting/SCB – Channel 15

**The Business (Chamber member) should:**

- Schedule date and time for the ceremony with the Chamber Events Coordinator (770-957-5786 or [memberservices@henrycounty.com](mailto:memberservices@henrycounty.com))
- Schedule two weeks in advance, for Tuesday, Wednesday, Thursday between 9:00 AM and 4:00 PM
- Invite people significant to your business, such as corporate executives, customers, friends, family, etc.
- The day of the event, be ready to meet, greet and have pictures taken
- Provide the Chamber Event Coordinator with the following information:
  - Exact name of business
  - Contact person, along with business address and telephone number(s)
  - Principal owners, officers, etc.
  - Quote from principal owner, officer, etc. of expectations the business holds for Henry County
  - If appropriate, how long business has operated in Henry County
  - Names of people from your business who appear in the photograph