



The City of Hopewell, Hopewell/Prince George Chamber of Commerce, and Hopewell Downtown Partnership offer unique opportunities for Ribbon Cutting Ceremonies to introduce businesses and nonprofits to the community. The following guidelines provide information about the process and required tasks to lead to a successful Ribbon Cutting event.

Opportunities for Ribbon Cutting Ceremonies:

- Start-up business or nonprofit
- Relocation
- Renovations/Improvements/Expansions

The City, Chamber, and Downtown Partnership commit to the following services:

- Share Ribbon Cutting Ceremony interest with each organization
- Check community calendars to advise on date conflicts
- Provide press release to announce event to local media and dignitaries (City is lead)
- “Ribbon Cutting” or “Grand Opening” yard sign for day of ceremony
- Provide scissors and ribbon for ceremony
- Take pictures of ceremony and publish on City, Chamber, and/or Downtown Partnership media channels (social media, website, newsletters) as appropriate

To ensure a successful event, the City, Chamber, and Downtown Partnership recommend:

- Submit application to schedule a date and time **at least one month prior** to the desired ceremony date with the City’s Department of Communications
- Invite friends and family to help promote the event; ask them to share the news.
- Promote the event through your own channels

** Food, activities, or other items at the event will be the responsibility of the business owner or organization **

Please complete the form and sign below to indicate your understanding of the guidelines. Please email the completed form to info@hopewellva.gov or bring to City Hall at 300 N Main St, office 218. Contact the Hopewell Director of Communications with any questions at (804) 541-2244 (131).

Business Name: _____

Business Address: _____

City, State & Zip: _____

Phone Number: _____ Email: _____

Signature: _____ Print Name: _____

Desired Ribbon Cutting Date: _____

Marketing Strategies: _____

Please provide us with a quote about your business to be used in our Press Release:
