

# **General Guidelines for a Ribbon Cutting**

## **Select a Date:**

Mondays and weekends are not good days of the week for this event. Most elected officials, dignitaries and business people are not available on those days. Fridays are good to kick off a huge grand opening weekend event, giving you a chance to spread out the event and invite the whole community.

## **Select a Time:**

Mornings are often the best time. Pick a time that will be convenient for you, your business associates, and others attending.

## **Invitations:**

Make your RSVP date at least one week prior to your event. This will help you plan for enough space and food.

Create a guest list. Be sure to invite your family, friends, bank officials, suppliers, local dignitaries, and anyone else who aided you in the development and success of your business.

Send the invitations out two weeks prior to your ribbon cutting event.

## **Press Release:**

Send a press release to the appropriate local media two weeks prior to your event if you want it to be announced, or prepare a press release after your event and attach a photo for print.

## **Refreshments:**

You may want to provide light refreshments or food at your ribbon cutting. We suggest items such as coffee, juice, fresh fruit, and pastries for breakfast events, and cheeses, crackers, small sandwiches, vegetables and beverages for afternoon or evening events. A listing of Chamber member caterers is in the back of this guide.

## **Ribbon-Cutting Event:**

Pick a place to cut the ribbon that will showcase your business in a photo and that will include your business name in the shot if possible. Designate the person who will hold the honorary giant scissors. The Ambassadors will bring the ribbon and scissors with them to the event.

## **Pictures:**

The Ambassadors will be taking photos of your event. The Chamber office will send copies of the photos to a designated email address. If your business is a member of the St. Mary's Chamber, your ribbon-cutting photo will appear in the next available edition of our monthly newsletter, the "Chamber Update."

## **Opening Remarks:**

Opening remarks should include a welcome statement, introduction of the business owner(s), special guests, and supporters of your business (organizations, banks, and individuals). Always recognize any local officials attending your event. Don't forget to tell the attendees about your business--how it started, how many years it took, and a description of your product or service.

## **Thank-you Notes:**

It is a good business practice to thank all your attendees. It strengthens the bond you have with the business community and your customers.

To schedule a ribbon cutting through the Chamber,  
contact:

Ann Lewis  
Chair, Ambassadors Committee  
301-994-3405  
alewis@oldlinebank.com

**Ribbon cuttings are free for Chamber members.  
There is a fee of \$50 for non-members.**

# ~Sample Press Release~

## ON YOUR COMPANY LETTERHEAD

For Immediate Release

For more information contact:

**YOUR NAME**

**YOUR PHONE NUMBER**

**DATE:**

**BUSINESS OWNER(S)**

Opens new Business in

**YOUR CITY**

**PARAGRAPH 1:** Contains the who, what, where, when, and why of your event.

**PARAGRAPH 2:** Contains the schedule of activities if any.

**PARAGRAPH 3:** Contains the history or other information about the business.

**PARAGRAPH 4:** Concludes the release and includes the RSVP date and contact information.

**~Sample Invitation letter~**

**YOUR COMPANY LETTERHEAD**

**DATE:**

**NAME OF GUEST  
STREET ADDRESS  
CITY, STATE ZIP**

Dear **GUEST:**

Our business is having a special grand opening/ribbon cutting to show our appreciation to the county and its citizens for welcoming us into the community. The ceremonies are planned for **YOUR EVENT DATE HERE.**

You are invited to be our special guest for this event which will take place from **TIME** at **ADDRESS**. The ribbon-cutting ceremony is scheduled to begin at **TIME**. **(Put any other details about your event here, such as entertainment, etc.)** Please RSVP **TO (CONTACT INFO HERE).**

We look forward to seeing you at our celebration on **DATE.**

Sincerely,

**YOUR NAME**

# **St. Mary's County Commissioners**

## **Commissioner President**

James R. Guy

## **Commissioners**

District 1: Tom Jarboe

District 2: Michael L. Hewitt

District 3: John E. O'Connor

District 4: Todd B. Morgan

St. Mary's County Governmental Center

P.O. Box 653

Leonardtown, MD 20650

301-475-4200

# **St. Mary's County Public Schools**

## **Superintendent**

Dr. J. Scott Smith

St. Mary's County Board of Education

P.O. Box 641

Leonardtown, MD 20650

301-475-4853

# **St. Mary's County Sheriff's Office**

## **Sheriff**

Timothy Cameron

St. Mary's County Sheriff's Office

23150 Leonard Hall Drive

Leonardtown, MD 20650

301-475-4040

# **Town of Leonardtown Government**

*(If your business is located in Leonardtown, you may wish to invite the following government officials.)*

Mayor: Daniel W. Burris  
Council Vice President: Leslie E. Roberts

Town Council Members:

Thomas Combs  
Hayden Hammett  
Jay Mattingly  
Roger L. Mattingly

Town Administrator: Laschelle McKay

Commissioners of Leonardtown  
P.O. Box 1  
Leonardtown, MD 20650  
301-475-9791

# **St. Mary's County State Delegation**

## **Senator Steve Waugh**

301-858-3673, 410-841-3673, 1-800-492-7122 x3673  
Steve.Waugh@senate.state.md.us

## **Delegates:**

### **Gerald W. (Jerry) Clark**

410) 841-3314, (301) 858- 3314, 1-800-492-7122, ext. 3314  
jerry.clark@house.state.md.us

### **Matthew Morgan**

301-858-3170, 410-841-3170, 1-800-492-7122 x3170  
Matt.Morgan@house.state.md.us

### **Deborah C. Rey**

301-858-3227, 410-841-3227, 1-800-492-7122, ext. 3227  
Deborah.Rey@house.state.md.us



# 2017-2018 Chamber Board of Directors

## Executive Committee



*First row, from left: Tracy Harris, Pat Mudd, Ernie Williams  
Second row, from left: Dan Dawson, Robbie Loker, Jenny Wamsley*

*Chair: Pat Mudd, Mudd Engineering, LLC*

*Chair Elect: Dr. Tracy Harris, College of Southern Maryland*

*Vice Chair: Dan Dawson, KBRwyle*

*Treasurer: Jenny Wamsley, Murray, Wamsley & Schrader, LLC, CPAs*

*Immediate Past Chair: Ernie Williams, Community Bank of the Chesapeake*

## Board Members

Kim Aus, Home2 Suites by Hilton

Joy Bowes, T.N. Bowes Heating & Air Conditioning, Inc.

Austin Davis, W.M. Davis, Inc.

Chad Day, Servpro of St. Mary's & Calvert

Ray Dodson, Old Line Bank

Stacey Hill, SMECO

Chris King, Raley, Watts & O'Neill Insurance  
& Financial Services

Alan Mattingly, Cedar Point Federal Credit Union

Dr. Stephen Michaels, MedStar St. Mary's Hospital

Scott Sanders, Ausley Associates, Inc.

Barbara Saylor, Community Bank of the Chesapeake

Scott Taylor, Taylor Gas Co., Inc.

John Slaughter, AVIAN LLC

## Chamber Staff

Richard Fleming, EdD, President/CEO

Barbara Kane, Donna Lange

## **Chamber Member Caterers**

### **Baileys Catering**

Olde Breton Inn  
21890 Society Hill Rd.  
Leonardtwn, MD 20650  
301-475-2699  
[www.oldebretoninn.com](http://www.oldebretoninn.com)

### **Personalized Touch Catering**

25410 Vista Rd.  
Hollywood, MD 20636  
301-373-3252  
[www.pt-catering.com](http://www.pt-catering.com)

### **Bruster's Real Ice Cream**

23825 Mervell Dean Rd.  
Hollywood, MD 20636  
301-373-5000  
[www.brusters.com](http://www.brusters.com)

### **Quality Street Kitchen & Catering**

41675 Fenwick St.  
Leonardtwn, MD 20650-0707  
301-997-0700  
[www.qualitystreetcatering.com](http://www.qualitystreetcatering.com)

### **Maryland Country Caterers**

673 Keith Lane  
Owings, MD 20736-315  
301-855-2771  
[www.mdcountrycaterers.com](http://www.mdcountrycaterers.com)

### **Stoney's at Clarke's Landing**

24580 Clarke's Landing Rd.  
Hollywood, MD 20636  
301-373-3986  
[www.stoneysseafoodhouse.com](http://www.stoneysseafoodhouse.com)

### **McKay's Food & Pharmacy**

P.O. Box 98  
Hollywood, MD 20636  
301-373-5848  
[www.mckayssupermarkets.com](http://www.mckayssupermarkets.com)

# Notes