

Special Events

GROUND BREAKINGS • RIBBON CUTTINGS • GRAND OPENINGS

We want to help you make the most of your special event! We attend many grand openings, remodelings, and ground breakings, so we bring with us a lot of experience. Let us begin with the basic items to get your event on track!

SELECT A DATE AND TIME

This is extremely important! Do not plan an event too close to another important event or holiday. Think about business people. When is the best time to get away from the office? Mornings, around 8:30 to 9:00; or late afternoons, around 4:00 to 4:30 is best. Once you have chosen a specific time, an email blast will be sent out to all VACC members. For example, if you chose 9:00am for a ribbon cutting, VACC members will start arriving at 8:45am. The time you chose to be advertised is the time expected to start the ceremony. This helps our volunteers plan their work schedules to help support and celebrate in your great achievement.

WHO TO INVITE AND WHEN

Though the Chamber will notify its Board of Directors, Ambassadors, and Membership Committee, it is suggested that you also consider inviting your clients, staff members from your other office branches, friends, and family to the event. Additionally, you might like to invite local dignitaries. The invitations should be mailed out AT LEAST two weeks prior to the event.

ARRANGE FOR MEDIA COVERAGE

Send out a news release to area newspapers, magazines, TV and radio stations. (Don't forget to include the five W's: Who, What, Where, When & Why.)

CATERERS

Depending on what size crowd you are expecting, you may want to hire a caterer. For a complete list of caterers and restaurants, visit the Chamber's website at: www.VeniceChamber.com.

This is your Big Opening! Remember to keep your presentation short and sweet. Invite friends, family, associates... everyone... AND MOST OF ALL, HAVE FUN!



The Chamber will come to your location with ribbon, large scissors, and cutting shears as well as a photographer for your Ribbon Cutting.

MEDIA CONTACTS

Venice Gondolier Sun
200 E. Venice Ave., Venice, FL 34285
(941) 484-2611

Venice Herald-Tribune
300 S. Tamiami Trail, Venice, FL 34285
(941) 486-3035

LOCAL DIGNITARIES

Judy Lawrence, VACC Chairman of the Board
Synovus Bank
101 Center Rd.
Venice, FL 34292
(941) 497-6669

Venice City Council:

The Mayor and Members of City Council may be contacted at:
401 W. Venice Ave., Venice, FL 34285
All email addresses and information may be found at: <http://www.venicegov.com>

Sarasota County Commissioners:

1660 Ringling Blvd., Sarasota, FL 34236
<http://www.co.sarasota.fl.us/Commissioners/default.asp>

Call (941) 488-2236 and speak with Charleen Myers to schedule a Ribbon Cutting, or Donna Pirozzi to learn more about becoming a Chamber member.