



## RIBBON CUTTINGS/GROUNDBREAKINGS PLANNING GUIDE

**Congratulations on your new business to Manhattan, expansion or new location!** Now is a very busy and exciting time for you, and the Manhattan Chamber has compiled this planning guide to make executing your event easier and more successful. Special events can be made simple, stress-free celebrations or you can plan a more comprehensive event that might involve many guests and more extensive planning.

To schedule your ribbon cutting or groundbreaking, your business must meet the following criteria:

- Opened its doors in the last 12 months
- Moved to a new location
- Expansion at its present location

### Scheduling

- Experience shows that events planned for Tuesday through Thursday garner the best attendance and enable officials, dignitaries and Chamber staff and Committees to attend. To ensure maximum attendance and availability, all ribbon cutting events/groundbreaking will be scheduled **Tuesday through Thursday between 9:00 AM – 11:00 AM and 1:00 PM - 4:00 PM**. If you wish to schedule your event outside of this timeframe, we'll be delighted to assist you. Please contact the Membership Division at (785) 776-8829.
- The Chamber requires a min of two weeks' notice to make event arrangements, with one month or more of being ideal. To avoid conflicts with other Chamber programs or functions and to assure availability of the Chamber staff, **please schedule your event with the Chamber as early as possible**.
- A **maximum of 2 special events** (ribbon cutting, groundbreaking or grand openings) will be scheduled per week.

### How should we prepare?

- The Chamber will provide ribbon and the ceremonial scissors or up to 6 shovels. You are encouraged to invite all friends, family and colleagues to attend this special occasion. *Snacks and refreshments are also encouraged.*
- Consider personal invitations to government officials, media contacts, clients, and neighboring businesses.

### Promotion

- The Chamber President/CEO or a Chamber representative will attend the event and would be pleased to say a few remarks on behalf of the Manhattan Chamber during the program. One or more Chamber staff members will attend.
- The Chamber will send an e-invite two days prior to the event to the entire membership, which includes the business logo and a 2-3 sentence write up (provided by the business).
- The Chamber will include a picture of the celebration in an upcoming issue of the monthly newsletter – The Little Apple® Business Review at no charge.
- The Chamber will also include a picture of the celebration on our Facebook page.
- Members of the Chamber Champions Committee will attend.

For further information, contact the Membership Division at (785) 776-8829.

## **Tentative Agenda (approximately 5-10 minutes):**

Welcome	Event Emcee (Volunteer from the Chamber Champions Committee coordinated by the Chamber office)
Introductions of Staff or Special Guests	Business Owner(s), Representative
Brief Business History/Story	Business Owner(s), Representative
Chamber Comments	Jason Smith, Chamber President or his representative
Ribbon Cutting	Business selects who they want in the picture. There will be a few posed pictures taken prior to the actual ribbon cutting (so everyone is focused on the camera) and then the official ribbon cutting will happen on the count of 3.

## **Ribbon Cutting or Groundbreaking Contacts**

*The Manhattan Area Chamber of Commerce will send out an email invitation to our entire membership (approx. 800 members) on your behalf 2 days prior to the event. If you would like any government officials, newspaper or radio stations to be invited, please feel free to send them an invitation personally asking them to attend. The following list has been compiled for your convenience.*

### **GOVERNMENT OFFICIALS**

#### **State of Kansas...**

Tom Hawk  
State Senator, District 22  
3115 Harahey Ridge  
Manhattan, KS 66502  
(785) 537-1225

Sydney Carlin  
State Representative, 66<sup>th</sup>  
1650 Sunny Slope Lane  
Manhattan, KS 66502  
(785) 539-6612

Tom Phillips  
State Representative, 67<sup>th</sup>  
1530 Barrington Drive  
Manhattan, KS 66503  
(785) 770-2693

#### **City of Manhattan...**

Aaron Estabrook  
City Commissioner  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502  
(785) 587-2404

Usha Reddi  
Mayor  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502  
(785) 587-2404

Wynn Butler  
Mayor Pro Tem  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502  
(785) 587-2404

Mark Hatesohl  
City Commissioner  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502  
(785) 5874865-2404

Linda Morse  
City Commissioner  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502  
(785) 587-2404

### **Riley County...**

John Ford  
District 1  
County Commissioner  
Riley County  
110 Courthouse Plaza  
Manhattan, KS 66502

Marvin Rodriguez  
District 2  
County Commissioner  
Riley County  
110 Courthouse Plaza  
Manhattan, KS 66502

Ron Wells  
District 3  
County Commissioner  
Riley County  
110 Courthouse Plaza  
Manhattan, KS 66502

### **Pottawatomie County...**

Dee McKee  
District 1  
County Commissioner  
Pottawatomie County  
PO Box 187  
Westmoreland, KS 66549  
(785) 457-3762

Pat Weixelman  
District 2  
County Commissioner  
Pottawatomie County  
PO Box 187  
Westmoreland, KS 66549  
(785) 457-3762

Greg Riat  
District 3  
County Commissioner  
Pottawatomie County  
PO Box 187  
Westmoreland, KS 66549  
(785) 457-3762

### **MEDIA CONTACTS**

#### **Newspapers...**

Manhattan Mercury  
PO Box 787  
Manhattan, KS 66505  
(785) 785-776-2200

Daily Union  
222 W. 6th St  
Junction City, KS 66441  
(785) 762-5000

The Kansas State Collegian  
Kansas State University  
118 Kedzie  
Manhattan, KS 66506

Manhattan Free Press  
PO Box 1191  
Manhattan, KS 66505

#### **Radio Stations...**

Country Legends 106.9 KTPK-FM  
2121 Southwest Chelsea Drive  
Topeka, KS 66614  
(785) 273-1069

KCLY Radio – The Lynx  
1815 Meadowlark Road  
Clay Center, KS 67432  
(785) 632-5661

Manhattan Broadcasting  
KMAN/K-ROCK/B104.7/Z96.3  
PO Box 1350  
Manhattan, KS 66505  
(785) 776-1350

Eagle Communications  
Q103.5/Power Hits 97.5/1420 AM  
PO Box 104  
Manhattan, KS 66505  
(785) 587-0103

Flint Hills Radio  
323 Fort Riley Boulevard  
Manhattan, KS 66502  
(785) 537-3232

**TV Stations...**

Cox Communications  
519 Richards Drive  
Manhattan, KS 66502  
(785) 776-9239

KTKA TV 49  
P.O. Box 4949  
Topeka, KS 66604  
(785) 582-4000

New Vision - 27 News & Fox 43  
P.O. Box 2700  
Topeka, KS 66601  
(785) 582-4000

WIBW-TV  
631 S.W. Commerce Place  
Topeka, KS 66615  
(785) 272-6397