



# MILESTONE CELEBRATION FAQ's

## What are milestone celebrations?

An anniversary, new location, rebranding, start of a new project, etc. These events are for all our members and depending on your membership level, you can do a ribbon cutting every year if you would like!

**Please note:** Milestone Celebration requests must be submitted at least three weeks prior to the preferred celebration date. Milestone celebrations are only available between the hours of 9 a.m. - 4 p.m. Monday - Thursday and Friday 10 a.m. - 3 p.m.

## What does E-REP provide at a ribbon cutting?

- Ribbon & Big Scissors
- Refreshments from E-REP partner  
**Nothing Bundt Cakes**  
Depending on your event date, they may be able to provide an 8" cake or a dozen bundtinis, whichever item they have available for marketing at that time. You can contact Jennifer Shoemaker with any questions.  
[jennifer.shoemaker@nothingbundtcakes.com](mailto:jennifer.shoemaker@nothingbundtcakes.com)
- If requested, an E-REP staff member can introduce speaker/speakers
- Photos of your ribbon cutting ceremony  
The photos will be shared on E-REP social media platforms (@evvregion) and published in our monthly newsletter here:  
[www.evansvilleregion.com/newsletter/](http://www.evansvilleregion.com/newsletter/).

## What does the member provide at a ribbon cutting?

If you plan a ribbon cutting around lunch time, it is thoughtful to consider providing lunch or snacks for those attending in support of you and your business. If planning a morning or afternoon event, many members opt for cookies and/or coffee but you are welcome to provide any snack or promo item that fits your brand.

A list of E-REP members who provide box lunches and treats can be found, here:  
[www.members.evansvilleregion.com/list](http://www.members.evansvilleregion.com/list)



# Steps to plan your ribbon cutting event:

1. **Choose a date** or two that works best with your schedule and reach out to the E-REP membership team to confirm a date. They can also be reached via email at [membership@evvregion.com](mailto:membership@evvregion.com).



2. Once your date is confirmed, we ask that you **submit a ribbon cutting request** form two weeks prior to your planned event. This form informs our marketing and membership teams with the details of your event.

[www.evvregion.growthzoneapp.com/ap/Form/Fill/pB9nNcyr](http://www.evvregion.growthzoneapp.com/ap/Form/Fill/pB9nNcyr)

3. E-REP's membership team will send invites to E-REP Ambassadors, E-REP team members and a small group of community leaders. We encourage you to **send personal invites** to your internal team, stakeholders, supporters, etc. You can request the number of RSVP's, we ask that you do this within 48 hours of the event. We can give you a headcount but cannot guarantee that number.

4. Please **send your list of speakers** to the membership team prior to ribbon cutting.

## Helpful hints for your big day!

- Consider using balloons or signage outside to help attendees locate the building/event
- Your agenda should include an introduction for each of the speakers and congratulatory/thank you remarks
- Consider allowing a chance for guests to tour your new space or provide entertainment of some kind
- Provide promotional items to advertise your brand



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