



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.

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

- In our experience, events that are planned for Tuesday through Thursday garner the best attendance. 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.**

How should we prepare?

- The Chamber will provide ribbon and the ceremonial scissors or up to 6 shovels, which will be sanitized prior to each use.
- Consider personal invitations to government officials, media contacts, clients, and neighboring businesses.

Covid-19 Precautions

- Ribbon cuttings are to be held outside to allow adequate social distancing. We'll work with you to reschedule if there is inclement weather.
- The Chamber will provide ribbon and the ceremonial scissors or up to 6 shovels, which will be sanitized prior to each use.
- Photos and live videos will be taken at the time of the event and shared on the Chamber social media channels. For group photos, please follow CDC guidelines for social distancing – maintain a 6-foot distance between individuals. If it is determined by the Chamber that a photograph displays violations of the guidelines set forth by the state, county, or city the photograph may not be shared on social media channels.
- Per Manhattan city officials, participants and hosts of any public events are required to wear a mask at all times, maintain a minimum of six feet of social distancing, and ensure that appropriate sanitation measures are taken as appropriate and necessary.
- Refreshments provided by you are optional. If you wish to provide food and beverage, we ask that you adhere to all state, county, and city guidelines.

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 include a picture of the celebration on our Facebook page.

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

Tentative Agenda (approximately 5-10 minutes):

Welcome	Event Emcee (Volunteer from a Chamber 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, 66th
1650 Sunny Slope Lane
Manhattan, KS 66502
(785) 539-6612

Mike Dodson
State Representative, 67th
4109 Wellington Drive
Manhattan, KS 66503
(785) 537-7577

City of Manhattan...

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

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

Aaron Estabrook
City Commissioner
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

Usha Reddi
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

Greg McKinley
District 2
County Commissioner
Riley County
110 Courthouse Plaza
Manhattan, KS 66502

Kathryn Focke
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