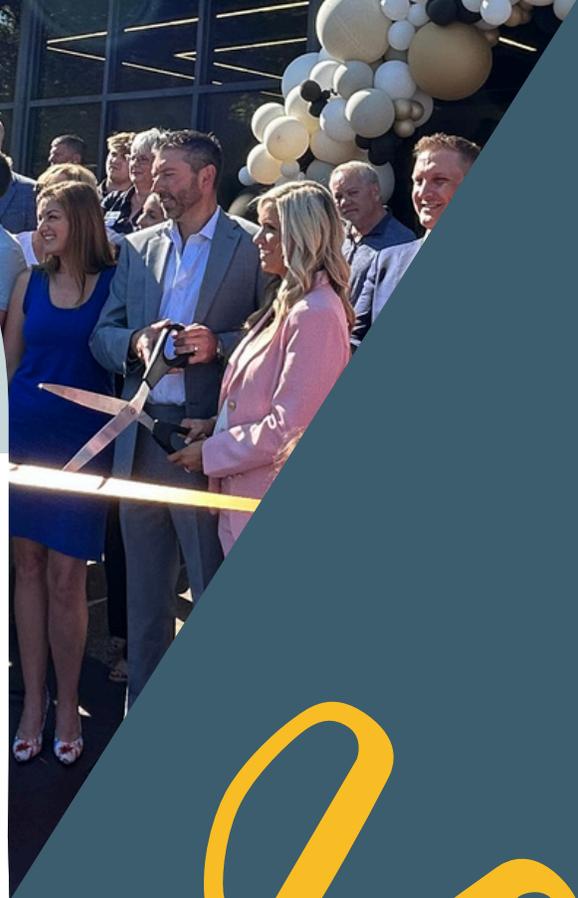


MILESTONE CELEBRATION FAQs



What are Milestone Celebrations?

Milestone Celebrations are one of E-REP's ways of recognizing the achievements of its members. Milestone Celebrations are available to commemorate anniversaries, groundbreakings, grand openings, expansions, and more. At least one Milestone Celebration per year is included in all Partner level memberships and above. Depending on your membership level, you may be eligible for more than one event per year. For more information about the benefits of your E-REP membership, Contact membership@evvregion.com.

Please note: Milestone Celebration requests must be submitted at least **three weeks** before your preferred date. Celebration events may be held Monday through Thursday from 9 AM to 4 PM and Friday from 10 AM to 3 PM.

What does E-REP provide at a Milestone Celebration?

Ceremonial ribbon, scissors, and/or shovels – From ribbons and scissors to shovels, we bring the essentials for your celebration!

Photos – We partner with Dawn Greenwald of Peanut Galleries Photography to capture your big moment and share the best photos on E-REP social media (@evvregion).

Invites – E-REP extends an invitation to your event to our Ambassadors, team members, and select community leaders to expand your celebration's attendance and visibility.

Event Facilitation – If requested, an E-REP staff member will introduce your speakers and our Ambassador Chair will lead the ribbon-cutting countdown, ensuring a smooth and seamless experience.



[View Ribbon
Cutting Album](#)



Steps to plan your Milestone Celebration

1. Choose a date or two that works best with your schedule and reach out to the E-REP membership team to confirm your date at membership@evvregion.com.
2. Once your date is confirmed, submit a [Milestone Celebration request form](#) at least three weeks before your event. This form provides our membership team with essential details, including the time, location, and speakers.
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, and supporters. If you'd like an estimated headcount, let us know at least 48 hours before the event and we'll share the number of RSVPs received. While we can provide a general attendance estimate, we cannot guarantee a specific number.
4. Send your finalized agenda to the membership team prior to the event.

Helpful hints for your big day!

- If your event could be difficult to locate or you have designated areas for guest parking, use balloons or signs to help attendees navigate the event.
- Your agenda should include an introduction for each of the speakers and congratulatory or thank you remarks.
- Consider allowing guests to tour your new space or offering activities or other entertainment.
- Provide free promotional items to attendees to advertise your brand.
- If you're hosting a ribbon cutting around lunch, it's a nice touch to provide lunch or snacks for those attending in support of your business. For morning or afternoon events, many opt for cookies or coffee. Need catering? Find a list of E-REP member businesses that offer food and beverages [HERE](#).
- Most importantly, this is YOUR celebration! Make it as big or small, as grand or simple, as you envision.



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