

# *A Simple Step-by-Step Guide to Hosting a*

# Grand Opening

**Step One: Select date and time for grand opening & ribbon cutting.**

**Step Two: Be sure to invite family & friends and be sure to call the following:**

<b>Town of Altona</b>	324.6468	Mayor Mel Klassen to speak/cut ribbon CAO Russ Phillips
<b>RM of Rhineland</b>	324.5357	Reeve John Falk CAO Mike Rempel
<b>Red River Valley Echo</b>	324.5001	Advertising Consultant Richard Wiebe Editor Greg Vandermeulen
<b>MLA Cliff Graydon</b>	324-9901	Emerson Constituency
<b>CFAM</b>	324.6464	Advertising Consultant Henry Sawatzky Special Events Organizer Ang Enns
<b>Altona Chamber of Commerce</b>	324.8793	President Brad Derksen to speak at event General Manager Susan Yakabowich
<b>Altona Community Development Corporation</b>	324.6468 324.8190	Economic Development Officer Delores Loewen President Terry Wiebe

**Step Three: Promote Grand Opening!**

- **Broadcast Faxes** – Call Chamber Office at 324.8793 for this complimentary service.
- **Posters** – Call Chamber Office at 324.8793 if you would like a poster created – complimentary of the Chamber.
- **Advertisements** - The Echo and CFAM
- **Town of Altona Sign** – Call Chamber Office at 324.8793 to announce your event on the Town Sign for FREE.

**Step Four: Plan the Day!**

- Arrange to have beverages/donuts or cookies at event.
- Have special grand opening sales.
- FREE Balloons for kids!
- Have a prize giveaway!
- Don't forget the ribbon and scissors.

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*Courtesy of*  
**The Altona & District Chamber of Commerce**  
[www.shopaltona.com](http://www.shopaltona.com)

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