

**Decorations**

Design your decorations to attract attention to your business. Choose colors that accentuate and implement a theme to the decorations. Decorate the outside as well as the inside of your business. The Roanoke Regional Small Business Development Center will provide a welcome banner, ceremonial scissors and ribbon for the ribbon cutting as part of your scheduled grand opening.

**Refreshments**

Decide what refreshments to serve. Your budget and the time of day should be considered. Ceremonies planned during mealtimes should have heavier offerings.

For an evening event, consider the following example menu for 100 people:

- 10lbs. of cheddar cheese
- 10lbs. of muenster cheese
- 10lbs. of swiss cheese
- 500-600 assorted crackers
- 6lbs. of grapes (use green and red grapes for color)
- 3 gallons of white wine
- 3 gallons of red wine
- Lemonade, 11 can of concentrate
- Lemons for garnish
- 30lbs. of ice
- 200 cocktail napkins
- toothpicks
- 100 wine glasses
- 200 plastic cups

For a more elaborate event, you may consider consulting a caterer. Call the Roanoke Chamber at 983-0700, ext. 221 for a list of caterers.

**Music and announcements**

Music adds a nice touch to any event. Consider the mood that you would like to set. Don't forget a sound system may be necessary for announcements, proclamations or speeches.