Ribbon Cutting Agenda/Practices

Ribbon Cutting Sample Agenda

-Five minutes before the designated time, the Chamber team will assemble and distribute scissors, spread the ribbon, set up cameras, etc.

-At the designated time, a Chamber staff member will welcome everyone and say a few words. He/she will serve as the master of ceremonies

-If public officials are present, the Chamber staff member will introduce them to speak on behalf of their entity

-The Chamber staff member will introduce the business owner/representative to use 1-2 minutes to speak about the business, staff, history, etc.

-The Chamber team and business representatives will hold the ribbon, pose for photos and then cut the ribbon. A Chamber staff member will be taking posed and candid photos through the whole cutting

-Everyone is invited to network, tour/see the facility and enjoy refreshments (if provided)

Ribbon Cutting Best Practices

-If possible, be sure to block two parking spots in front of the area where you will cut the ribbon

-Unless you are holding a cutting around breakfast or lunch time, do not provide large amounts of food. We have found people only eat light, if any, refreshments during non-meal hours

-Send out physical or digital event invites to partners, potential customers, media contacts, public officials, etc. Also share the event on your social media, email and website platforms

In Order