



## **Ribbon Cutting Information Sheet**

### The Chamber Will:

- 1) Provide a large ribbon and large scissors for cutting
- 2) Provide 5 pair of small scissors to be used by those you choose
- 3) Photograph the event for you and the Business Journal
- 4) Invite: County Council, City Council, Mayor, Media, Chamber Board, Chamber Membership and Ambassador Committees (as noted on your form).

### The Usual Procedure:

- 1) A Chamber representative will arrive 15 to 30 minutes prior to the event.
- 2) A Chamber representative will welcome the attendees and introduce the business owner/ president (whoever wants to speak for the company). After they speak, the Chamber representative will introduce any of the dignitaries that have expressed an interest in welcoming or congratulating the business.
- 3) The Chamber representative will close by thanking those that attended and inviting them to tour the company and/or stay to speak with the business representatives.

This process is not set in stone. We will alter it to fit the business we are highlighting. Please let us know your special requests.

Thank you, and good luck!

