Ribbon Cutting Ceremony Request Form

Business Name: _____

Contact Name: _____

Contact Phone: (_____) _____-_____

Contact Email: _____

Date you wish to request for the ribbon cutting (we can do ribbon cuttings Monday - Friday): _____

Time you wish the ceremony to begin (the latest ribbon cutting time is a start time of 4:30 pm): _____

Who from your organization will speak during the ceremony (name & title):

_____

Will the ceremony be followed by an open house? If so, how long will the open house last?

_____

Address where the Ribbon Cutting will take place (as you want it shared in promotional materials):

_____

_____

_____

Description of what this ribbon cutting will celebrate (as you want shared in promotional materials):

_____

_____

_____

_____

Will this be an indoor or outdoor ribbon cutting? Indoor / Outdoor

Do you plan to provide refreshments? Yes / No

Please send this completed form, along with a copy of your logo to Terri Anderson at terri@newtonchamberks.org.

NEWTON AREA
CHAMBER *of* COMMERCE

Event Details:

NEWTON AREA
CHAMBER of COMMERCE

Ribbon Cutting Line Personnel:

1. Two Chamber Ambassadors will hold the ribbon.
2. A City Representative (usually the Mayor) will stand next to the Chamber Ambassador on their right and the President of the Chamber will stand next to the Ambassador on the left.
3. The representative from your business will stand in the middle.

Order of the Program

1. The Chamber Executive Director will start off the program by welcoming all attendees.
2. Next, the ED will introduce the Mayor (or other city representative) who will give a brief statement of congratulations to the business owner/representative.
3. Next, the Chamber ED will introduce the President of the Chamber (or other Chamber representative) who will also give words of congratulations to the business owner/representative.
4. Next, the Chamber ED will ask the business representative to introduce partners or owners, and say a few words on behalf of the business. Feel free to remind guests to stay for refreshments/open house (if you plan to offer this for attendees).
5. After that, the business representative will receive the ceremonial scissors, and everyone behind the ribbon will step forward and take hold of the ribbon. Before cutting the ribbon, please pause with open scissors to give the media and friends time to take pictures of the group.
6. Finally, cut the ribbon and enjoy your open house and refreshments!

What we will bring:

1. Portable P/A System
2. Ribbon
3. Ceremonial Scissors
4. Phone camera and tripod to live stream and take photos

Our recommendations for you to prepare:

1. People love snacks! If it works for you, we highly recommend providing refreshments :) Sometimes branded giveaways are also a good idea!
2. You are welcome to invite whoever you would like to stand behind the ribbon with you. It always helps to let them know they are standing behind the ribbon ahead of time so that they are ready to go a few minutes before the ceremony starts.
3. At the conclusion of the ceremony, we encourage you to invite attendees to stay, visit, and check out your facility (especially if you are offering an open house).
4. Some pointers for the individual who is speaking: we encourage you to use this time to talk about the mission and impact of your new business (or the focus of what we are celebrating) and how it will benefit not only you, but the community. Take time to share your days and hours of operation, give special thanks to those who have helped you along the way, or share about some of the products you have to offer.