

# Planning Tips for your Ribbon Cutting Ceremony



## Sample Ribbon Cutting Agenda

The following sequence of events describes a typical Ribbon Cutting. Approximate timing is provided to give you an understanding of how the day should progress.

We have found a successful length of time for this event is between 1 and 2 hours.

It is important to get the Ribbon Cutting started quickly out of respect for the busy schedules of your attendees.

Those who can will then stay around for refreshments and a possible tour of your business facility.

Having your Ribbon Cutting *later in the day* also assures higher attendance as people are more flexible at the end of the workday.

### **SAMPLE AGENDA:**

3:00 PM	Guests arrive
3:00-3:30	Networking/Social Time/Refreshments
3:30-3:45	1. Brief words by Chamber President 2. Brief words by Town Manager 3. Brief words by your Company Representative
3:45-3:50	Pictures
4:00	The Ribbon is cut!
4:00-5:00	Optional Tour

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## Important Phone Numbers:

- Chamber Office: (603) 788-2530  
Denise Hood Boynton: (603) 631-1650  
*Administrative Assistant*

## Ribbon Cutting Ceremony to Do List:

- Choose a date
- Email the date, time and location to: [northerngatewaychamber@gmail.com](mailto:northerngatewaychamber@gmail.com) or FAX the form below to 1.866-788-8815
- Mail invitations out approximately two weeks in advance (*The chamber provides mailing labels of the membership*) **AND/OR** the Chamber's Administrative Assistant will enter the information on the Facebook Page and email the details of the event to the general membership, as well as other community members.
- Who to invite: Bankers, Insurance Agents, Contractors, Customers, Neighboring Businesses, Vendors, Employees, Friends, Family, and Chamber of Commerce Members
- Meet with local newspaper representatives and provide the information necessary for press release
- The Chamber will call the Town Manager and invite him/her to your Ribbon Cutting.
- The Chamber will call the media a few days in advance to remind & personally invite them
- Provide refreshments and Door Prizes (*optional*)
- Have an email sign up form for E-Newsletter (*if your company provides E-Newsletters*)

## Day of Your Ribbon Cutting – Outline

The following Outline has been developed to identify who will be representing your company in the picture and as a speaker on the day of your Ribbon Cutting.

Name of speaker representing your company: \_\_\_\_\_

Name of your Town Manager: \_\_\_\_\_

Picture Line up, *left to right*:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)
- 7.)
- 8.)
- 9.)
- 10.)

**The Chamber has the **Red Ribbon** for picture taking opportunities.**

**Contact information:**

**Northern Gateway Regional Chamber of Commerce**

25 Park Street  
Lancaster, NH 03584

P: 1.603.788.2530

F: 1.866.788.8815

[northerngatewaychamber@gmail.com](mailto:northerngatewaychamber@gmail.com)

[www.northerngatewaychamber.org](http://www.northerngatewaychamber.org)

## Ribbon Cutting Confirmation:

**Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (W): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

This letter confirms your Ribbon Cutting date and time with the **Northern Gateway Regional Chamber of Commerce**.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***Please FAX this confirmation to 1-866-788-8815. Thank you!***