

Ribbon Cutting Agenda

- I. Chamber Staff Arrives 15 minutes prior to start, goes over how the event will flow with member and their staff; Chamber supplies scissors, ribbon with bows, camera (chamber staff takes photos)
- II. Chamber staff and ambassadors will help arrange people for Ribbon Cutting picture at the location of member's choice (inside, outside) hand bow, ribbon and scissors off to the guests of member's choice
- III. Jennifer Baggarly, Marketing Coordinator, will recognize any dignitaries who may be present, thanking them for attending, then welcome member to Chamber with a few words. Jennifer(I) will then turn it over to a member representative to say a few words, if they wish. Then I will count to 3 and member will cut ribbon.
- IV. Chamber staff and ambassadors will stick around to visit with and get to know the member better (usually 30 minutes, max)