



## **SAMPLE RIBBON CUTTING CEREMONY AGENDA**

At the designated event time, a Kittitas County Chamber of Commerce representative will welcome everyone and say a few words. They will serve as the master of ceremonies.

The M/C will recognize any local organizations, mayors, city officials, etc that are present.

Following the recognition, the M/C will introduce the business owner/representative.

The business owner/representative will take 1-3 minutes to introduce their staff, give a history and/or description of the business, and invite the attendees to tour/see the facility and get refreshments (if they are offered) after the ribbon is cut.

At this time, a Kittitas County Chamber of Commerce representative will direct the business representatives, elected officials, Chamber Staff and Chamber Board Members to line up for photos and the ribbon cutting. The Chamber Board Members will hold the ends of the ribbon in place as everyone lines up for the photo and the ribbon is cut. A Chamber representative will take a couple different photos as well as a short video as the ribbon is cut.

Everyone is then invited to network, tour/see the facility, and enjoy refreshments (if you are offering this).

If necessary, please be sure to block the two parking spots in front of your building so that no one parks their car where we will be speaking, taking pictures, cutting the ribbon, etc.