

# Ribbon Cutting Ceremony Overview

Nacogdoches County Chamber of Commerce



## Pre-ceremony:

1. Ambassador chair or staff rep: discuss schedule of event with host
2. Visit with media reps to predetermine best photo shots, interviews, etc.

## Ribbon Cutting Ceremony

### 1. Ambassador chair:

- a. Call group to order
- b. Acknowledge host
- c. Acknowledge represented media and ribbon cutting sponsors

Ribbon: Nacogdoches Floral Co

Photo matte: Express Employment Professionals

Media: The Daily Sentinel

- d. Introduce chair of board

### 2. Chair of board:

- a. Bring greetings from board of directors
- b. Identify or introduce board members, staff
- c. Introduce mayor and other attending dignitaries
- d. Ask Chamber President for events update

### 3. Chamber president:

- a. Brief update on upcoming events

### 4. Ambassador chair:

- a. Ask host to tell about business

### 5. Host:

- a. Tell about business – brief: 3 minutes or less
- b. Introduce staff and/or special guests

### 6. Ambassador chair:

- a. Announce to group the arrangement for photo
- b. Group gathers at photo location

### 7. Photograph:

*(Staff photographer calls the shots. Remind holders – Put tension on ribbon)*

- a. Photo – posed
- b. Digital and Sentinel – 2 shots posed
- c. Count-down “1-2-3-CUT” (Cut ribbon on word “Cut”)
- d. Ribbon is cut!

### 8. Ambassador chair:

- a. Thanks to all and adjourn