

# **RIBBON CUTTING INFORMATION**

- We schedule ribbon cuttings on Tuesdays at 4:30pm at your location or Fridays at 9:30am at your location OR chamber office.
- We ask that we have at least 2 weeks advance notice when scheduling your ribbon cutting.
- The chamber will handle sending out the notice to our ambassador committee, adding the ribbon cutting to our upcoming events and electronic newsletter. We will add your ribbon cutting photo to our website which is currently receiving over 335,000 hits each month.
- We bring the ribbon, banner, plaque, scissors and camera to take the picture. You (the member) just need to be there.
- We encourage members to invite clients, vendors, business associates, neighbors, friends and family. Be sure to tell them to arrive a few minutes early as we try to take the actual picture as close to the scheduled time as humanly possible.
- If you would like to invite the mayor or any other city representatives, that it completely up to you. We do not request their attendance for these events, but you can contact the City of Plano in order to do so. If their schedules are open, they try their best to be there!
- Often times, the host decides to provide light refreshments, however that is completely up to you.
- Typically we have between 10-20 people who attend. We do not require or track RSVP's so we are never quite sure how many will be in attendance for your event.
- The ribbon cutting ceremony is relatively short. For the picture, we like for you and your employees/owners/etc., to be in the middle with the scissors, and we fill in the sides and back rows with our volunteers.
- We also do a very quick plaque presentation right after the cutting.
- Please be prepared to say a few words to tell the group about your company.
- We have ribbon cuttings so frequently that we are unable to handle press releases for each ribbon cutting. However, we will take pictures and load them to a disk for you in case you would like to use them for your own press release. Feel free to contact Plano Star Courier, Collin County Business Press, Dallas Business Journal, and/or Dallas Morning News (all chamber members) if interested in doing so!

**To schedule YOUR ribbon cutting, please contact  
Lindsey Kleinhans at (972) 424-7547 ext. 226**