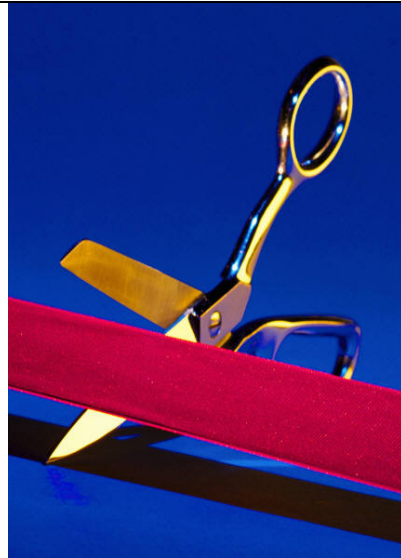




GREATER  
**MANCHESTER**  
Chamber of Commerce

## Ribbon Cutting Host Kit



### Shawnda Misina

*Membership Director*

Greater Manchester Chamber of Commerce

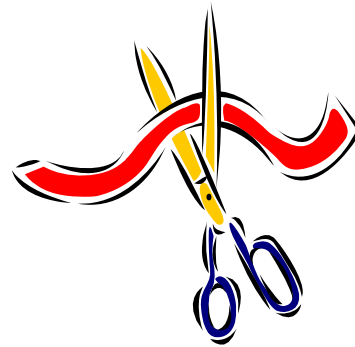
54 Hanover Street Manchester, NH 03101

Direct :603-792-4105 Fax: 603-626-0910

[membership@manchester-chamber.org](mailto:membership@manchester-chamber.org)

[www.manchester-chamber.org](http://www.manchester-chamber.org)

# 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 (especially city council representatives). Ribbon Cuttings are best done during the work week (Monday-Friday); you have a higher success rate of City Council being able to attend along with members of the Chamber. Those who can will then stay around for refreshments and a possible tour (it is up to you to decide if you want to provide a tour of your new facility). Having your Ribbon cutting later in the day also assures higher attendance as people are more flexible at the end of the work day.

3:00 PM	Guests arrive
3:00-3:30	Networking/social time
3:30-3:45	a.) Brief words by Company Representative b.) Brief words by Mayor/Town Manager and/or Chamber President
3:45-3:50	Pictures
4:00	Ribbon is cut
4:00-5:00	a.) Optional Tour b.) Networking and Refreshments

## Important Phone Numbers

- Chamber Office: (603) 666-6600  
Shawnda Misina, Membership Director (603) 792- 4105
- Mayor's Office - Manchester: (603) 624 – 6500
- Mr. Russell Marcoux , Town Manager Bedford (603) 472-5242
- Mr. David M. Jodoin, Town Administrator Hooksett (603) 485-8472
- NH Business Review: (603) 624-1442
- NH Magazine: (603) 882-2000
- The Union Leader: (603) 668- 4321
- Hippo Press: (603) 625-1855
- WMUR: (603) 669-9999
- **Fast Frame – Mark Sawyer** – provides Chamber Members with expert picture framing to display your Ribbon Cutting Picture – 623-9400



\* The Chamber also has contact information for additional area media sources, as well as phone numbers for member caterers; for refreshments, and florists. Contact Customer Service @ 603.792.4122 or [customerservice@manchester-chamber.org](mailto:customerservice@manchester-chamber.org)

## Ribbon Cutting Ceremony to Do List:



- Choose a date
- Have invitations designed and printed
- Mail invitations out approximately three weeks in advance *(The chamber sells mailing labels of the membership)*
- Who to invite!! City Officials <http://www.yourmanchesternh.com/>, Bankers, Insurance, Contractors, Customers, Neighboring Businesses, Vendors, Employees, Friends, Family, and Chamber of Commerce Members
- Prepare and submit press release – Press Releases for the Chamber Report should go to Gemma Waite – [marketing-pr@manchester-chamber.org](mailto:marketing-pr@manchester-chamber.org) or 603.792.4119
- Call Mayor or City Manager and invite them to your Ribbon Cutting to cut the ribbon
- Call media a few days in advance to remind & personally invite them
- Call Mayor Or City Manager a few days in advance to confirm they are coming
- Do not forget to provide refreshments
- Arrange for people to assist you to give tours of your facility – **YOU** do not want to be tied up in doing this
- Have an email sign up form for E-Newsletter *(if your company provides E-Newsletters)*
- Provide a raffle opportunity *(optional)*

## Day of Ribbon Cutting - Outline

The following Outline has been developed to identify who will be representing your company in the picture, as a speaker, and from City Council the day of your Ribbon Cutting. It will also provide you with a place to record names for the press.



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

Name of speaker from City Council: \_\_\_\_\_

Picture Line up, Left to right:

1.)

2.)

3.)

4.)

5.)

6.)

7.)

8.)

9.)

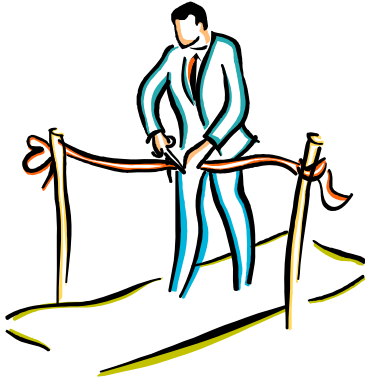
10.)

**The Chamber has Golden Scissors and a Red Bow for picture taking opportunities.**

GMCC – 54 HanoverStreet Floor Manchester NH 03101 \* P: 603.666.6600 \* F: 603.626.0910 \*

[www.manchester-chamber.org](http://www.manchester-chamber.org)

**Please fax back at your earliest convenience to Shawnda Misina  
603.626.0910**



**Ribbon Cutting Confirmation:**

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

Name:

\_\_\_\_\_

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

Email:

\_\_\_\_\_

This letter confirms your Ribbon Cutting date and time with the **Greater Manchester Chamber of Commerce**.

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date**

Sincerely,  
Shawnda Misina  
Membership Director

\_\_\_\_\_