



RIBBON CUTTINGS

Presentation of Certificate and Business Card Holder

1. Ambassadors arrive on time to Ribbon Cutting location and put your business card in the business card holder provided. (Scissors, Ribbon, Plaque and photographer will be provided by Chamber staff)
2. Meet company representatives and make them feel important.
3. Ambassador Committee Chairmen, or substitute appointed in their absence, will make presentation of Certificate, Chamber Directory and Business Card Holder with Ambassadors cards enclosed to owner/manager.*
4. Have owner/manager introduce his staff/employees and tell the group something about his business.
5. Have the Ambassadors introduce themselves and the name of their business.
NOTE: This is not a time to solicit business
6. Tour the business when appropriate.
7. Assemble group for photograph.
8. Thank the host for the invitation to his ribbon cutting.

RIBBON CUTTING CEREMONY BASIC PRESENTATION SCRIPT

“We are here to welcome (*name of business*) as a new Chamber Member. (*Name of host*) is the (*owner/manager, etc.*)”

“(*Name of host*), on behalf of the Newcastle Chamber of Commerce, we would like to welcome (*name of business*) to the community and thank you for choosing Newcastle for your location.”

“It is a pleasure to present to you our Chamber of Commerce membership plaque in honor of your Ribbon Cutting, and hope you display this plaque prominently.”

“We’d like to present you this business card holder that includes the business cards of those in attendance today.”

“Please introduce your staff/employees and tell us about your business so we can tell others.”

- *Following response from host business, ask the Chamber Ambassadors to introduce themselves and the name of their business.*
- *It is the responsibility of each Ambassador to place their business card in the business card holder provided to be presented to the owner/manager at the appropriate time.*

Note: Under no circumstances will an Ambassador be allowed to solicit business at a Ribbon Cutting!