Ribbon Cutting Agenda - Sample

2 Days before Ribbon Cutting Ceremony

9:00 AM Pre-Meeting with Staff

- Go over Ribbon Cutting Checklist
  - Review the agenda
  - Who is responsible for what prior, during and post celebration

Day of Ribbon Cutting Ceremony (ceremony 20-30 minutes)

10:00 AM The Grand Opening begins

10:25 AM Coordinator to gather featured speakers for ribbon cutting.

10:30 AM Start the ribbon cutting and welcoming remarks

- Management company rep will open and welcome everyone. Tell who the management company is and their mission/value statement. Recognize property manager and team (if applicable). 1-3 minutes
  - Introduce the development manager for the project.
- Development Manager discusses overview of the project, acknowledges partners and introduces next speaker (city rep) 1-3 minutes
- City Representative (housing authority or city council) shares their remarks, future projects or housing points on behalf of the city. 1-3 minutes
- Optional featured speaker – resident. Resident to talk about why they selected this property and what this housing opportunity may mean to them. 1-3 minutes
- Development Owner/Property Ownership rep to focus on development company’s mission and commitment to housing. Thank additional partners
- Closing: Management company rep final remarks and close with ribbon cutting

10:50 AM Actual Ribbon Cutting

- Have residents and/or speakers behind ribbon