

Ribbon Cutting Ceremony Overview

Nacogdoches County Chamber of Commerce

Pre-ceremony:

1. Ambassador Captain or staff rep. discusses event with host.
2. Visit with media reps to predetermine best photo shots, interviews, etc.

Ribbon Cutting Ceremony

1. Ambassador Captain:

- a. Call group to order.
- b. Acknowledge host.
- c. Acknowledge sponsors.

Ambassador committee: Handler Insurance

Ribbon: Nacogdoches Floral Co

Photo matte: Express Employment Professionals

Media: The Daily Sentinel

- d. Mention photos can be viewed in Hot News on Chamber website - nacogdoches.org.
- e. 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 Captain:

- 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 Captain:

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

7. Photograph:

(Staff photographer calls the shots. Remind group - keep looking and smiling at camera!)

- a. Digital photo – at least 2 shots posed.
- b. Count-down “1-2-3-CUT” (Cut ribbon on word “Cut”).
- c. Ribbon is cut!

8. Ambassador Captain:

- a. Thanks to all and adjourn.

County Judge Mike Perry
Commissioner, Pct. 1 Jerry Don Williams
Commissioner, Pct. 2 Jerry Stone
Commissioner, Pct. 3 Jim Elder
Commissioner, Pct. 4 Elton Milstead
County Attorney John Fleming
District Attorney Nicole Lostracco
District Judge Campbell Cox
District Judge Ed Klein
County Sheriff Jason Bridges
Nacogdoches Mayor Roger Van Horn
Shelley Brophy, Council Member, Northeast Ward
Mike Keller, Council Member, Northwest Ward
David Norton, Council Member, Southwest Ward
Roy Boldon, Council Member, Southeast Ward
City Manager Jim Jeffers
SFA President Baker Pattillo
Nacogdoches EDC President Nancy Windham
Nacogdoches EDC Chairman Jimmy Mize