



River District Association

Ribbon Cutting Guide

The River District Association is pleased to offer ribbon cutting ceremonies for new or expanding businesses in the River District and the North Main Business District. RDA can organize ribbon cuttings M-F, preferably at 12pm or 5 pm (when the most people can attend).



tinyurl.com/RibbonCuttingRequestRDA



Business Responsibilities:

- Fill out the ribbon cutting request form online **at least 2 weeks** before desired ribbon cutting date.
- Provide 3 possible dates and times for the ribbon cutting. (Remember, it doesn't necessarily have to be on the GRAND OPENING date!)
- Provide refreshments (Only if the business wants to!)
- Provide tours of the new business
- Take photos of the ceremony

RDA provides:

- Assistance scheduling public officials to speak
- Assistance scheduling River City TV to live stream the event
- Ribbon and scissors
- Ceremony MC
- Speaker and podium (if needed)
- Invitation design (If needed)
- RSVP list management (if needed)
- Facebook event creation
- E-blast and other activities to spread the word