

# Ribbon Cutting & Celebrations Guide

The City of Peoria launched the Ribbon Cutting Kit to encourage and support our business community.

Ribbon Cuttings are a great way for business owners to talk about what their business does, publicly thank those who had an important role in opening the business and announce to the community that they are open.



## How do I request a Ribbon Cutting?

Please complete the online Ribbon Cutting Kit Request Form at: [www.peoriaed.com/resources/ribbon-cutting](http://www.peoriaed.com/resources/ribbon-cutting).

Please note that celebrations during operating hours (Monday – Thursday 7 am – 5 pm) are strongly encouraged.

## What does the City of Peoria provide?

We are excited to share that we offer these services free of charge:

- Ribbon Cutting Scissors and Ribbon (yes, the big 36 inch scissors)
- Share invite with Mayor and Council
- Personalized e-invite for business to share with attendees
- Promotion of Ribbon Cutting on social media prior to the event
- Social media posts sharing pictures or brief video provided by business after the event



## What happens after I submit my request?

- A member of the Economic Development team will confirm your date and time is available.
- You will be provided with an invite graphic to share on your social media and website.
- Your event will be posted on the City's LinkedIn page.
- Your event will be shared with Mayor and Council for attendance availability.
- Several days before your event you will be contacted with the Mayor and Council attendance at your event.
- If Economic Development staff are available to attend your event, they will bring the scissors and ribbon. If staff is unable to attend, you may pick up the scissors and ribbon prior to your event and return the scissors after the event at:

### Development and Community Services

(Engineering Counter)

9875 N. 85th Avenue, Peoria

Monday through Thursday

8 a.m. – 3 p.m. or by appointment

## My Ribbon Cutting Request has been submitted and approved, now what?

- Identify someone to act as the speaker/emcee, if it is not the business owner.
- Identify staff, family, friends you would like in the photos.
- Identify a spot for the photos with your logo or business name visible.
- Invite nearby businesses to your event
- Who would you like to hold the ribbon ends and who will be cutting the ribbon.
- Assign someone to take photos of your event for social media and your website.
- Don't forget to send your photos to [business@peoriaaz.gov](mailto:business@peoriaaz.gov) after the event so we can share on social media!

### Sample Ribbon Cutting

Run of Show for a 4:00 Event

- 4:00 Business and attendees gather
- 4:10 Business owner, staff, elected officials assemble behind the ribbon with the scissors
- 4:15 Business owner welcomes and thanks attendees, shares a brief personal story about the business.
- 4:20 Ribbon is cut and additional photos taken.

For more information, email [business@peoriaaz.gov](mailto:business@peoriaaz.gov) or call 623-773-7592