

# Ribbon Cutting Guide

## Overview of Program

A ribbon-cutting ceremony is a special event designed to celebrate the opening of a new business, the relocation of a business, a significant milestone for an existing business, or the launch of a new product or service. It often includes participation from members of the local business community.

## How it Works

- Ribbon Cuttings are held any day of the week (Monday-Friday) at 12:00pm.
- Attendance is available to all LCBA/community members.
- Ribbon Cuttings must be scheduled 4 weeks prior to the date of the event through the Member Engagement Director (Katelan).
- All levels of LCBA members are welcome to host.

---

## Host Business Responsibilities:

- Notify LCBA of the day that you would like to host a ribbon cutting event 5 weeks prior to the date of event. Email the Member Engagement Director [kdonahue@laramie.org](mailto:kdonahue@laramie.org).
- Catering & Refreshments.
- If serving alcohol, secure required permits from the City of Laramie (due 14 days prior).
  - <https://www.cityoflaramie.org/1266/Alcohol-Permits-for-Special-Events>
- Raffles and/or drawings.
- Create an ad for LCBA to advertise your Ribbon Cutting
  - Send your ad to LCBA Membership Engagement Director [kdonahue@laramie.org](mailto:kdonahue@laramie.org) at least 4 weeks before your event is being held.

---

## LCBA Responsibilities

- Coordinate and confirm the event date based on availability and maintain communication leading up to the event
- Promote the event on social media and—upon request—create the event flyer.
- Feature your ad in the e-buzz for 3 weeks plus one Monday “Happening This Week” email.
- Provide Red Carpet volunteers for event support
- Provide ribbon & scissors.