



Ribbon Cutting Committee Handbook

Updated: August 2017

JAX Chamber Ribbon Cutting Committee

Through the years, the JAX Chamber has been recognized as one of the prime contributors to the growth and vitality of the Jacksonville community. In concert with members like you, we continue to lead our region into greater economic prosperity.

Mission Statement

To drive quality economic growth in Northeast Florida.

Vision Statement

Northeast Florida is the best place to live, work and play.

Overview

Participation on the Ribbon Cutting Committee is a great way to meet and welcome new business owners and professionals into the Chamber. Volunteers are the first impression of the JAX Chamber culture and the business community at large. Participation can be mutually rewarding and helps to build a stronger, more connected community.

Eligibility

Any active-status Chamber member can serve on a Ribbon Cutting Committee. There is no requirement with regards to how long you have been a member to get involved. The sooner you get involved, the more professional connections you will make.

Chamber Staff Support:

- Monisa Thompson, Senior Coordinator, Member Relations, 904-366-6679, Monisa.Thompson@myjaxchamber.com
- Misty Beson, Director, Member Relations, 904-366-6653, Misty.Beson@myjaxchamber.com

Ribbon Cuttings:

Here's how it works:

- Monisa Thompson sends frequent emails providing the details of upcoming Ribbon Cutting opportunities.
- Each Ribbon Cutting event will have at least one Ribbon Cutting Committee (RCC) volunteer and one Chamber Staff person in attendance. These representatives take the lead role in the ribbon cutting ceremony by working with the company in advance and coordinating any final details.
- Ribbon cutting volunteers RSVP their attendance to Monisa, and are included in the volunteer count we provide to the new member approximately 48-hours in advance.
- On the date of the event, RCC volunteers wear their volunteer name badge (provided by JAX Chamber) and arrive approximately 15 minutes prior to the designated event time.
- RCC Volunteers should seek out the member contact on site (listed in the event announcement), and other volunteers, for introductions.
- Volunteers assist in gathering the group for a photo opportunity and hold the grand opening ribbon for the photo on either side of the group.
- Some companies may choose to only have their staff and community members in the photo. Volunteers should be respectful of their wishes and step aside if the new member has not directly invited volunteers in the photo.
- RCC Volunteers are encouraged to provide information to the new member of upcoming Chamber or Council happenings and offer to meet the new member at the door to show them around.
- Volunteers often follow-up with new members after the ribbon cutting to congratulate them on the event and offer to keep in touch.

Ribbon Cutting Committee Application

To participate in a Ribbon Cutting Committee, complete the application and sign the acknowledgement below:

Name: _____

Company: _____

Phone: _____

Email: _____

I agree to:

- Support new Chamber member businesses by attending at least one ribbon cutting per quarter
- Send RSVP of my attendance to ribbon cuttings to the Chamber staff organizer
- Give 24 hours advanced notice if I am unable to attend after I have RSVP'd
- Be respectful towards fellow Ribbon Cutting Committee volunteers
- Dress professionally when attending a ribbon cutting
- Exercise the best, sound judgment when interacting with fellow members

I will not:

- Attempt to sell my product or services while attending a ribbon cutting in a Chamber volunteer capacity. This ensures a great experience for new members without the pressure of direct sales as a first impression. Meaningful follow-up is the best way to build relationships.
- Spam new members by including them in e-newsletters without their direct consent

I have read and agree to the conditions and expectations of serving on the Ribbon Cutting Committee. I understand that this is a voluntary commitment and that I may resign at any time by notifying Misty Beson by email at Misty.Beson@myjaxchamber.com. I understand that if I am found to be acting in a manor outside of the expectations of this volunteer role, I may be asked to resign and will be removed from ribbon cutting announcements and correspondence.

Signature: _____ **Date:** _____