



- As part of the business license process, front office staff will ask the business owner if they would like a ribbon cutting. (Note: If the business owner contacts a member of the City Council or Chamber of Commerce, they should direct them to contact City Hall at (520) 384-4271).
- Staff explains ribbon cutting and the basic agenda.
 - Mayor provides welcoming and comments
 - Mayor invites representative of Chamber of Commerce to provide comments
 - Mayor invites the business owner to provide comments (if they would like)
 - Ribbon cutting occurs with the Mayor and owner cutting the ribbon simultaneously
- Date Selected for Ribbon Cutting (staff should direct the applicant to preferably choose a weekday and avoid holidays).
- Forward Document to Crystal Hadfield to publish quorum notice.
- Crystal forwards document to Robert/assigned staff member who notifies the City Council and Chamber of Commerce through email.
- Robert/assigned staff member notifies the City Council through text message as soon as a date is selected and again the morning of the ribbon cutting.
- Robert/assigned staff member attends the ribbon cutting and brings ribbon, scissors, and posts. Robert takes pictures of: the business owner and family, Mayor/City Councilmembers/Chamber/Business Owner, and Live Streams the ribbon cutting on Facebook. Other information in the post should include the business name, address, and a brief overview of the business.

Name of Applicant: _____

Business Name: _____

Business Address: _____

Overview of Business (this will be shared on Facebook the day of the event):

Date of Ribbon Cutting: _____

Time of Ribbon Cutting: _____