



# Ribbon Cutting Committee Handbook

Updated: January 2023

# 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 partnership with members like you, we continue to lead our region into greater economic prosperity.

## Overview

Participation on the Ribbon Cutting Committee is a great way to meet and welcome new business owners and professionals to the JAX Chamber. As a Ribbon Cutting Committee Diplomat (RCCD), you will partner with us to present the JAX Chamber culture to fellow members and the business community at-large. Your participation should be mutually rewarding and help to build a stronger, more connected community overall.

## Eligibility

Active Chamber members can serve as an RCCD. There is no requirement regarding how long you have been a member to get involved, and no additional cost associated.

## Chamber Staff Support & Committee Organizer

Monisa Thompson, Director, Member Relations, (904) 366-6679, [Monisa.Thompson@jaxchamber.com](mailto:Monisa.Thompson@jaxchamber.com).

## How it works:

- You can expect to receive bi-monthly emails providing the details of upcoming Ribbon Cutting events. RSVP is required by emailing [Monisa.Thompson@jaxchamber.com](mailto:Monisa.Thompson@jaxchamber.com). You will receive an Outlook calendar invite to confirm your attendance. ***If you are scheduled to attend and are no longer available, a formal cancellation is required.***
- Each Ribbon Cutting event will have at least one RCCD and one JAX Chamber staff person (event lead) in attendance. The staff person is typically the membership account manager. In the event that a staff person is unavailable, a designated Ribbon Cutting Diplomat will assume the lead role. The event lead will work with the member regarding day-of processes related to the agenda and ribbon cutting execution. All other guests will attend in a volunteer role and no additional responsibilities are expected.
- RCCDs are asked to wear the committee name badge (provided by JAX Chamber) and arrive approximately 10-15 minutes prior to the event start time. Upon your arrival, seek out the new member contact, and fellow JAX Chamber representatives, to introduce yourself and network. ***It may be comfortable to gather with fellow RCCDs at these events, but you are encouraged to maximize your connections, by branching out and interacting with other attendees.***
- As an RCCD you may be asked to assist in gathering the attendees for the ribbon cutting photo, or to hold the grand opening ribbon. Some companies may choose to have only their staff and community members in the official ribbon cutting photo. This decision is fully acceptable and will be respected by all JAX Chamber staff and volunteers. Our role is to serve, welcome the member, and support their event agenda.
- RCCDs are encouraged to provide new members with information about and a friendly face at upcoming signature JAX Chamber events and/or Chamber Council meetings. You can also exchange business cards during the networking portion of the ribbon cutting event and connect in the following days. Direct sales pitches, bulk promotional materials, etc. are not permitted.



# Ribbon Cutting Committee Acknowledgment Form

To confirm your participation as a Ribbon Cutting Committee Diplomat complete, sign and return this page, via email to [Monisa.Thompson@jaxchamber.com](mailto:Monisa.Thompson@jaxchamber.com).

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## I agree to:

- Support JAX Chamber member businesses by attending at least one ribbon cutting per quarter. *Prolonged inactivity will result in removal from the committee. If removed from the committee due to inactivity, you are welcome to reintegrate at any time by contacting the Committee Organizer.*
- Send RSVP of my attendance to the Committee Organizer and give reasonable advance notice if I am unable to attend.
- Be respectful to fellow diplomats, members and staff.
- Dress professionally when attending a ribbon cutting on behalf of the JAX Chamber. Business-dress and business casual attire are preferred unless otherwise directed.
- Exercise the best, sound judgment when interacting with other attendees. Follow directives provided by the event lead and present a positive and pleasant demeanor at all times.

## 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 members without the pressure of direct sales as a first impression. Meaningful follow-up is the best way to build relationships.*
- Spam fellow members or JAX Chamber staff by including them in e-newsletters and/or distribution lists, 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 the Committee Organizer. I understand that if I act in a manner outside of the expectations of this volunteer role, I may be asked to resign and will be removed from ribbon cutting correspondence.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

