

### Example Ribbon Cutting Agenda

#### 3:00 PM – Event Start

- Guests arrive/networking
- Refreshments served

#### 3:15 PM – Program Starts

- Speeches by CEO
- Speeches by elected officials
- Speeches by others
- RIBBON CUTTING

*20-minute program max*

#### 3:35 PM – Open house/tours/networking

#### 4:00 PM – Official event ends

