



Sample Agenda for a Business or Non-Profit Organization Ribbon Cutting Event

Networking and greeting guests (30 minutes prior to start of program)

Welcome Remarks (from CEO, Board President, or other top official)

Introduction of Distinguished Guests

Helpful Hints:

- Rank your introduction list by their office --- high to low. When there is more than one official of the same "rank" -- order them by length of service in that office. **You** can find the date they took office **in their biographies on the state and city websites.**
- Officials **in your jurisdiction** have higher precedence than those **out of the jurisdiction:** e.g., the mayor of a city has the highest precedence in his or her town. A state representative in his or her jurisdiction is higher than other representatives out of their jurisdictions.
- *For written text – on invitations, letters, etc.* address elected officials as "The Honorable." The formula is: (The Honorable) + (full name) = **The Honorable Charles Smith.** Then the position they hold = **Member of the Pennsylvania State House of Representatives for the 20th Legislative District.**
- *For verbal introductions –* address elected officials using the formula: title, name, and then municipality/district/office they represent (i.e. State Representative Sheryl Delozier, 88th Legislative District OR Mayor Eric Papenfuse, City of Harrisburg).

Presentation of Proclamations (Government Officials)

Remarks from the Harrisburg Regional Chamber & CREDC official

Ribbon Cutting

Release Attendees to Food and Facility Tours