

RIBBON CUTTING GUIDE



RIBBON CUTTING GUIDE & REQUEST FORM

CITY of BOSTON



Small Business

The City of Boston Office of Small Business is interested in supporting your business with your ribbon cutting event.

RIBBON CUTTING OVERVIEW

A ribbon cutting celebrates the opening of your business. It also introduces neighborhood residents to your business, increasing your visibility.

While it is up to you as the business to plan and execute a ribbon cutting event, the City of Boston Office of Small Business can work with you to:

- invite City of Boston Office of Small Business staff
- procure large scissors and ribbon
- guide you on requesting Mayor Michelle Wu to attend your event
- guide you on connecting with the Office of Neighborhood Services
- guide you on inviting elected officials

Please fill out [this form](#) **21 days prior** to your ribbon cutting.

RIBBON CUTTING SCHEDULING

Successful ribbon cuttings can take place on weekdays or weekends. On a weekday, more City staff and elected officials might be available to attend. On a weekend, there could be more customers and accompanying promotions could be more successful.

The City of Boston will make an effort to have a staff member attend a ribbon cutting regardless of date and time. However, the City of Boston cannot guarantee ribbon cutting participation. For the best chance of City of Boston participation, make sure to fill out [this form](#) 21 days prior to your ribbon cutting event.

INVITING RELEVANT PARTIES TO YOUR EVENT

It is up to you to plan and execute a ribbon cutting event. Please use the following links to:

- [Request Mayor Michelle Wu attend your event](#)
- Determine the [Office of Neighborhood Services Liaison](#) for your neighborhood and send them an email about your event
- Determine if your business is located in a [Main Streets District](#) and connect with the relevant Main Streets Director about your event
- Determine your [District City Councilor](#) and send them an email about your event
- Connect with the [At-Large City Councilors](#) about your event
- Determine your [State Representative and State Senator](#) and connect with them about your event

ADDITIONAL QUESTIONS?

If you have any additional questions, please fill out [this form](#) to connect with your Neighborhood Business Manager.

You can also reach out to the Office of Small Business at smallbiz@boston.gov or 617-635-0355.