

Ribbon Cutting Day-Of Checklist

EVENT OPERATIONS



HOW TO USE

Use this as the final operational check on event day. Assign owners in advance where possible so the event lead can stay focused on guests, speakers, and the celebration.

2-3 HOURS AHEAD OF EVENT

Morning Prep

☐ Signage	Place “Event This Way” signs at entrances.
☐ AV Test	Test speaker, mic, lights, and all other AV equipment.
☒ Welcome Table	Set out sign-in sheet, extra pamphlets, name tags, etc.
☐ Partner Table (If Applicable)	Set out tables for partners to display resources and flyers.
☐ Waste Management	Set out garbage and recycling bins if not provided by the venue.
☐ Safety Sweep	Check perimeters, restrooms, and parking area for any hazards.

1-2 HOURS AHEAD OF EVENT

Setup

☐ Snacks and Beverages	Set out water, cups, beverages, and snacks, if serving.
☐ Solar Signage	Display “Solar Impact” posters showing approved savings and carbon avoided.
☐ Ribbon Cutting	Pre-tie ribbon across panels, entrance, or meter. Make sure the scissors are ready.
☐ Confirm Speaker Order	If hosting multiple speakers, confirm speaking order ahead of the event.

Program Prep

☐ “Ribbon Cut” Cue	Select a ribbon cutter and decide on the cue. Example: “On the count of three!”
☐ Photographer	Designate a team member to capture the specific ribbon-cutting moment on camera.

AFTER EVENT

Post-Event

☐ Clean Up	Designate a few volunteers to take down tables and remove garbage.
☐ Photos	Send RE-volv photos from the celebration.
☐ Press	Send the final press release to local media and other outlets on your media list. Coordinate with RE-volv on this.

☐ **Press**

Post the press release on your nonprofit's website and/or coordinate with RE-volv on amplification.