



# Grand Opening Ribbon Cuttings

**Ribbon cutting events allow your business to introduce itself to the community. Miami Township can help by offering:**

- 👤 Presentation of a township proclamation by a member of our Board of Trustees and/or a member of our administrative team
- 👤 Create and send a media advisory to local media outlets
- 👤 Post the event to the township calendar and news release page on [www.miamitownship.com](http://www.miamitownship.com)
- 👤 Provide ceremonial scissors & Miami Township branded ribbon

## YOUR TO DO LIST:

- WORK WITH TOWNSHIP STAFF TO SELECT DATE AND TIME
- PREPARE AN AGENDA INCLUDING COMPANY SPEAKERS
- PROVIDE ANY DECORATIONS AND/OR REFRESHMENTS

## HELPFUL HINTS:

- GIVE YOURSELF PLENTY OF PREPARATION TIME WHILE CHOOSING AN EVENT DATE
- CONTACT US WITH ANY QUESTIONS
- HAVE COMPANY BROCHURES, BUSINESS CARDS, HANDOUTS AVAILABLE
- MEDIA COVERAGE IS NOT GUARANTEED. THEIR SCHEDULES CAN CHANGE QUICKLY
- YOUR AGENDA SHOULD INCLUDE A COMPANY SPEAKER AND GENERAL REMARKS
- CONSIDER OFFERING A TOUR OF YOUR FACILITY

### Contact:

**JILL DRURY**  
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**OR CALL (937) 433-9969**

### Scan for more:

