



Ribbon Cutting & Chamber Meeting Attendance Requirements

Ambassador Team Member Role

In an effort to increase ribbon cutting attendance, all Ambassadors must be willing to attend at least 3 ribbon cuttings per month or 25% within a one month time frame of his/her choice during their year of service to ensure appropriate coverage for supporting our Chamber member businesses. Also, 100% attendance at your team's month of service is required. If you have an emergency, please email your Team Captain.

1. Arrive at all ribbon cuttings on time or slightly ahead of time (approximately 10-15 minutes) – do not show up extremely early or extremely late
2. Dress appropriately – you may be asked to be in the photo
3. Pay attention to Program Lead and the Chamber staff for other/different instructions
4. Notify your Team Captain if you cannot attend
5. Attend the monthly Ambassador lunch (during your team's month) as a greeter or to help with registration check-in – arrive at 11 a.m. prior to lunch
6. Attend *The Chamber Factor* (quarterly event) if one falls during your team's month, and help with meeting set-up, bartending duties, registration check-in, and networking introductions
7. Serving on a team is required. The Program Lead and Chamber staff will appoint a volunteer to a team if not signed up for a month of service

Ambassador Team Captain Role

Each month we will have an Ambassador Team Captain who will be responsible for serving as the liaison with the Program Lead and Chamber staff for the month's activities and his/her team members.

1. Make sure all team members are in attendance for their assigned month's ribbon cuttings, grand openings and Ambassador lunch. Email the team reminders and take RSVPs via email for all such events for the assigned month.
2. Email an update to Membership staff – confirmed volunteer RSVP list prior to each volunteer event

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3. Arrive 15 minutes early to the ribbon cutting ceremonies (same as Program Lead and/or Chamber staff) during your month. The team captain and/or the Program Lead may be asked to present the ribbon cutting plaque with a brief *"Thank you for your support of our community and Chamber of Commerce by being a member..."* speech at the ceremony.
 4. Appoint (2) team members to arrive at 11 a.m. during your month of service to help with registration check-in, and your entire team should arrive at 11 a.m. prior to the lunch meeting to welcome all attendees and direct attendees to the registration check-in. Please have your team members contact you if they cannot attend or help with these duties.
 5. Make sure you and your team attends *The Chamber Factor* (quarterly event) if one falls during your team's month, and help with meeting set-up, bartending duties, registration check-in and networking introductions. Tentative dates/times are: Feb 2, May 16, Aug 22, Nov 9 at 5–6:30 p.m. (arrive at 4:30 p.m.)

Restrictions

You may not solicit for any political issue/person at the Chamber or at any Chamber sponsored events.

When attending any ceremony, use your best Chamber etiquette. Please remember: you are a guest of the Chamber and will be representing the Chamber as an Ambassador.

When introducing yourself (to the host or anyone else attending a ribbon cutting), please remember that this is a chance to build a new relationship – **not** to ask for business! Feel free to leave your business card, so the member knows you attended and becomes aware of you and your company.

The Chamber reserves the right to make changes as needed with any events, meetings, and duties for any Chamber volunteer program.