



MAYOR JEFF M. GAHAN

City of New Albany Ribbon Cutting Request Form

Thank you for your interest in a ribbon-cutting ceremony with the City of New Albany! We are excited to help celebrate your business milestone with our community.

To ensure a memorable celebration, our city provides professional scissors, ceremonial ribbon, an official photographer, and complete event coordination support. Ceremonies can be scheduled Monday through Thursday between 8:30 AM and 4:00 PM, or Friday between 8:30 AM and 1:00 PM. Please submit your request at least two weeks in advance to allow proper planning and coordination.

We offer two ceremony options to showcase your business:

1. Photo Opportunity: Professional staged photos to share on the City's Facebook page.
2. Full Ceremony: Includes business remarks and staged photos
 - a. For full ceremonies, please provide speaker names and titles 5 business days in advance.

Business Information

Organization Name: _____

Ribbon Cutting Address: _____

City: _____ State: _____ Zip: _____

Contact Information

Primary Contact Name: _____

Primary Contact Title: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Event Details

Reason for Ribbon-Cutting: _____

1st Choice: Date: _____ Time: _____

2nd Choice: Date: _____ Time: _____

Type of Ceremony (please check one):

Photo Opportunity Full Ceremony with Remarks

Submission Process

Upon receipt of your completed form, our office will process your request and send a confirmation email to schedule your ceremony. Please submit all documentation to Tonya Fischer, Business Relations Manager, at tfischer@cityofnewalbany.com.

Tell us about your business-

For Office Use Only

Date Received: _____ Confirmed Date/Time: _____