

**Wellsville Area Chamber of Commerce, Inc.**

114 North Main Street  
Wellsville, New York 14895  
585.593.5080

[www.wellsvilleareachamber.com](http://www.wellsvilleareachamber.com)



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**WACOC ADMINISTRATIVE POLICY**

**RIBBON CUTTING CEREMONIES**

Ribbon Cutting Ceremonies are an important mechanism to welcome/welcome back Chamber members to the Greater Wellsville community. In order to properly prepare for and publicize these events, the following procedures are applicable:

1. A minimum of five business days prior notification is required. At that time, the merchant should propose the date, time, and location of the ceremony.
2. When the event is approved/scheduled, WACOC will provide the following:
  - a. Ribbon cutting supplies (ribbon and scissors)
  - b. Social media notifications to general population in advance of the event.
  - c. E-Mail notifications to members the in advance of the event.
  - d. Chamber representation in the guise of the Executive Director or his/her representative and selected members of the Board of Director.
  - e. The Chamber will photograph the event and those photos will be displayed on the Wellsville Area Chamber Facebook page.

Other arrangements are subject to event-specific negotiation.

Questions should be referred to the WACOC Executive Director or the WACOC Administrative Assistant.