



## FORT BEND COUNTY CLERK, LAURA RICHARD APPLICATION FOR RIBBON CUTTING

Let's celebrate! Ribbon Cuttings are a complimentary service that the County Clerk provides to citizens who are celebrating the grand opening of their new business in Fort Bend County. As a business owner, you have the option of making this event as simple or as elaborate as you wish.

### Contact Information

Name		
Mailing Address		
City	St	Zip
Phone	Email	
Business		
Property Address		
City	St	Zip

The County Clerk's office is available to attend ribbon cutting ceremonies on Monday or Thursday, 9AM - 4PM only. Please provide three dates you are considering for your event:

1st Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Terms and Conditions

**Please Note:** Requester **must** have filed DBA/Assumed Name paperwork with the Fort Bend County Clerk's office within the past year. Please attach a copy of the Fort Bend County DBA recording along with the application.

#### County Clerk's Office Responsibilities:

1. Provide an Ambassador and point of contact between the County Clerk's office and the business;
2. Secure scissors, ribbon, and commemorative certificate for the ribbon cutting ceremony;
3. Speak a few words of congratulations at the beginning of your event and facilitate the ribbon cutting.

#### Business Owner Responsibilities:

1. Provide information to the County Clerk's office about the event and business, a minimum of at least 2 weeks prior to event date;
2. Reserve your event date a minimum of 2 weeks in advance, with at least 2 alternative dates in case of scheduling conflicts;
3. Provide refreshments, food, and any other special marketing items;
4. Promoting your event on social media and within the community.

☐ I agree to the terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_