



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 _____