



Town of Acton

OFFICE OF ECONOMIC DEVELOPMENT

472 Main Street
Acton, Massachusetts 01720
(978) 929-6611
www.actonma.gov
economicdevelopment@actonma.gov

RIBBON-CUTTING AND MILESTONE CELEBRATIONS POLICY

The Town of Acton is committed to fostering a vibrant business community, and as part of this initiative, we have established a Ribbon-Cutting and Milestone Celebrations Policy. This policy aims to provide formal recognition for businesses celebrating significant milestones such as grand openings, anniversaries, or major achievements.

Businesses interested in hosting a ribbon-cutting ceremony can request support from the Town, which may include coordination with local officials, promotional assistance through municipal channels, and suggestions for best practices to maximize community engagement. We encourage businesses to leverage these celebrations not only as an opportunity for visibility but also to strengthen ties within the community.

As part of the policy framework, designated dates have been allocated for these celebrations on Fridays to ensure structured and organized observance across all relevant departments and stakeholders. These specific dates not only facilitate coordinated participation but also allow for adequate planning and resource allocation, thereby enhancing the overall effectiveness of the celebrations.

Dates for Ceremonies FY 2025-2026

September 12, 2025	October 17, 2025	November 14, 2025	December 12, 2025
January 9, 2026 (Snow Date Jan. 16)	February 20, 2026	March 13, 2026	April 10, 2026
May 8, 2026	June 12, 2026		



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Events will take place in the morning lasting approximately one hour. We kindly ask that you inform us of your intended ribbon-cutting date with a minimum 30-day notice to ensure comprehensive preparation and collaboration.

As part of the event planning and organization process, it is essential to confirm your commitment to providing the necessary refreshments for attendees, ensuring that their experience remains comfortable and enjoyable. We kindly request that you outline the types of refreshments you plan to offer, including both food and beverage options, to accommodate various dietary preferences. Additionally, we would appreciate your collaboration in promoting the event by leveraging your networks and social media platforms.

Thank you for your attention to these important aspects of our collaborative endeavor; we look forward to working together seamlessly for a successful gathering.

Patricia Costa

Economic Development Director

Maura Haberman

Event & Program Coordinator

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RIBBON-CUTTING AND MILESTONE CELEBRATION REQUEST

Name of your business:

Location of your business:

Full Name of the Business Owner:

(First)

(Middle)

(Last)

Cell phone: _____ **Business Phone:** _____

Website: _____

Please mark the date of choice:

() Sep.12, 2025 () Oct. 17, 2025 () Nov. 14, 2025 () Dec. 12, 2025
() Jan. 9, 2026* () Feb. 20, 2026 () Mar. 13, 2026 () April 10, 2026
() May 8, 2026 () June 12, 2026

* The selected date has Jan. 16, 2026 as snow date.

Please mark your preferred time:

() 9-10 AM () 10-11 AM () 11-Noon

Please inform us what kind of celebration we are honoring (i.e. grand opening, anniversary, etc.):



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Please add a brief description of your business:

Please inform us how many people you intend to invite among customers, family, friends, suppliers, etc. This will help us coordinate efforts with you.

Please let us know what refreshments you plan to provide at the event.

**Please send your form alongside your business logo to our email address:
economicdevelopment@actonma.gov.**