

## School Dedication Check List

- Date/Time/Location- decided by School Principal  
(school cafeteria/library/auditorium)
- Contact Bond Office- they provide contact information for the architects, contractor, other appropriate individuals and photo of the school
- Print Services (request for printed material should be put in 4 weeks prior to send out date)
  - Design and print invitation (send out 2 weeks before the event to allow time for RSVP)
  - Design and print program
  - Design and print welcome sign
- Request HISD Services:
  - HISD photographer
  - HISD press release (after all event specifics have been confirmed and approved, email who, what, when, where, and why to Communications for press release)
  - Request HISD JROTC for posting of Colors
- Speakers: (Request speaking remarks from Communications)
  - Principal
  - Superintendent- brief remarks
  - School Board Member- brief remarks
  - CSO- dedication
- Create guest list:
  - The list should include superintendent, direct reports, board members, community leaders, business partners, feeder schools, PTA/PTO, local elected officials, architect and contractor
  - [The guest list will need to be approved by organizer, CSO and Rebecca Flores.](#)
- Coordinate student performance/entertainment (two 3-5 min performances)
- Decorations- could include balloons, banner created by students, table cloths
- Punch and cookies for reception following the dedication
- Check-in area and nametags for day of event (create sign-in sheets)
- Parking
  - Coordinate sufficient parking for day of event
  - Reserve parking spots for speakers, superintendent, CSO, board members, etc.
- Reserved seating in audience
  - Reserve two front rows for speakers, superintendent, CSO, board members and elected officials. Placing index cards with names on chairs helps guest locate their assigned seat.
- Greeters
  - Select students to greet and assist guests upon arrival (give specific instructions to greeters before event including what to say)
- School tours

- Select students and school staff to give school tours after dedication

**Protocol:**

- All printed material must be approved by principal, CSO, COO, and Communications
- Remarks for Superintendent, CSO, and board member must be requested and approved by Communications
- Submit calendar request to superintendent and board members

**Example of program:**

Welcome	Music as guest arrive (Optional)
Posting of Colors	JROTC
Pledge of Allegiance	Student
Texas Pledge	Student
Welcome	Principal
Entertainment	Student Entertainment (3-5min)
Remarks	School Board Member
Remarks	Superintendent of Schools
Entertainment	Student Entertainment (3-5min)
Dedication	Chief School Officer
Closing	Principal

\* Please note if elected officials arrive, they should be allowed to speak first after the principal welcomes everyone.

**Budget:**

Printed material (invitations, program, sign)	\$370
Punch, cookies, and napkins	\$80
Decorations/Supplies (helium tank, balloons, etc)	\$130
Floral arrangement	\$40
<b>Total Estimated Costs:</b>	<b>\$620</b>