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

Total Estimated Costs:                     $620