

Administrative Guidelines

FACILITIES

Policy 701.12-G
(previously Policy 901.12-G)

Official School Openings

The following information is designed to assist with the planning of the official opening of school.



Administrative Guidelines

Administrative Guidelines

11. Budget

Don't be shy to stretch the budget with contributions from the business commA e

Administrative Guidelines

Appendix "A"

Action Check List - School Openings

3 Months Prior

- Form Planning Committee
- Contact Secretary-Treasurer's office
- Determine budget
- Determine theme
- Determine location for ceremony and guest assembly

10 Weeks Prior

- Confirm guest list
- Begin planning program
- Begin planning decorations
- Begin planning of refreshments
- Arrange for chairs
- Arrange for podium and staging

-

Administrative Guidelines