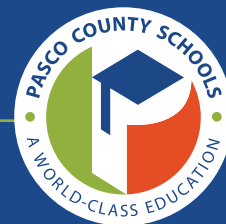


# SCHOOL DEDICATION & CELEBRATION GUIDE



**A school dedication or celebration marks an important milestone for a new, rebuilt, or anniversary-marking school. Proper planning ensures a meaningful and organized event. This guide provides essential steps and considerations.**

## EVENT PLANNING

- Form a planning committee.
- Consult your Assistant Superintendent & Communications team for guidance.
- Schedule the dedication within three months of the school's opening or reopening.
- Confirm the availability of key speakers (Superintendent, School Board Members, Senior Leadership). Ask your Assistant Superintendent to assist with this.
- Create ambiance by selecting music or asking a school band to play as guests arrive. Decorate the area and confirm that there will be enough seating for guests.
- Plan ahead and have staff or student volunteers greet guests upon arrival.

## GUEST INVITATIONS

- Send invitations via e-invites or postal mail.
- Invite parents, school board members, local officials, school partners, and former staff.
- Ensure proper seating and name recognition for dignitaries.
- Communicate event details via Pasco Connect.

## CEREMONY SETTING & SEATING

- **LOCATION:** Cafeteria, gym, stage area, or outdoor space with a backup plan.
- **SEATING ORDER:** Superintendent, Principal, Assistant Superintendent, School Board Chair, Board Member(s), local officials.
- **AUDIENCE SEATING:** Students in front, dignitaries and special guests in reserved sections.

## PROGRAM OVERVIEW

*(30 minutes maximum)*

- **Welcome Address** (Principal)
- **Pledge of Allegiance/National Anthem**
- **Remarks:**
  - a. School Board Chair (3 min)
  - b. School Board Member (3 min)
  - c. Superintendent (3 min)
  - d. Other officials (optional)
- **Student Performance** (Highly Recommended)
- **Ribbon Cutting** (Officials & students)
- **Presentation of Gifts** (Optional)
- **Closing & Dismissal** (Principal)
- **Reception & Tours** (Student-led)

## LOGISTICS & ENHANCEMENTS

- **Printed Program:** One double-sided, folded page.
- **Sound System:** Arrange for audio equipment, especially for outdoor ceremonies.
- **Photography:** Assign a staff member, student, or professional photographer.
- **Security:** Hire a School Resource Officer for after-hours events.
- **Special Touches:** Music, student performances, mascot appearances, and decorations.

## FINAL PREPARATIONS

- Conduct a full-dress rehearsal.
- Assign staff members to assist dignitaries and guests.
- Clearly mark reserved seating and designated parking.
- Arrange for light refreshments at the reception.



**A well-planned school dedication fosters community pride and engagement, celebrating the school's journey and its bright future. For additional support, contact the Communications & Community Engagement Team.**