



### Guidelines Specific to a Groundbreaking

A groundbreaking ceremony is an introduction of your school to the community and invited guests. The event should be high quality, creative, well planned and executed and more importantly, should leave attendees with a favorable image of the new school facility. Once a contractor and a project start date have been approved, a date can be established to proceed with a groundbreaking.



The Community Relations Department will assist with planning all groundbreakings.

As outlined in the Special Procedures Section of the general contractor's specifications, the contractor begins coordination of the groundbreaking ceremony upon receipt of the project award with the project consultant, project manager, school administrator (if designated) and District representative.

Outlined are the main elements of and procedures specific to groundbreakings and the contractor's role. The contractor provides the following:

- Tent
- Flooring, matting or other adequate surface
- 75 - 100 chairs (verify with project consultant)
- Podium and microphone (audio)
- 12 gold paint coated shovels
- 12 new hard hats
- Souvenirs/give-aways (optional)
- Refreshments (non-alcoholic) for reception following ceremony
- Graphics and printing for invitations and programs
- Mailing list for invitations (to be merged and mailed by District)
- Contact for RSVPs
- Chrome engraved shovel presented during ceremony
- Project consultant's rendering (for display at ceremony)
- Project consultant's descriptive scope of project for news release
- Provides designated parking and security (if needed) for attendees

### Finally

**Don't hesitate to call** Community Relations if you need any help or advice.  
954-765-6274.

HAVE A GREAT EVENT!