




Postage and Mailing

Your school is responsible for mailing its own materials. Postage can be another big expense. To help keep this cost down, use the District's internal mail system to reach staff and advertise the event in your newsletter to parents. You may also want to hand deliver invitations to local leaders. Sending volunteers to handle this "good news" message is a nice personal touch. You will want to make sure that invitations are out two to three weeks prior to the event. If RSVPs are in order, assign someone at your school the responsibility of recording them.



**Westglades Middle School
"LL"
Groundbreaking Ceremony**

Tuesday, July 9, 2002
9:00 a.m.

Program

Master of Ceremonies
Thomas J. Calhoun
Deputy Superintendent
Facilities & Construction Management

Welcome *Stephanie Arma Kraft, Esq.*
School Board Member, District 4

Occasion *Dr. Frank Till*
Superintendent of Schools

Greetings *Christine Flynn*
Principal, Westglades Middle School

..... *The Honorable Sal Pagliara*
Mayor, City of Parkland

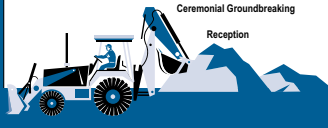
..... *The Honorable Robert Marks*
Vice Mayor, City of Parkland

Remarks *Spillis, Candeia & Partners, Inc.*
Architects

..... *Betancourt Castellon Associates Inc.*
General Contractor

Closing Remarks *Thomas J. Calhoun*
Ceremonial Groundbreaking

..... Reception



The key to a successful event is that it is well planned and organized. You should keep it simple and short (no more than 45 minutes to an hour) and vary the action. Speakers or student performers, as well as other activities such as time capsule placement, tree plantings and ribbon cuttings, keep the event moving.

The school principal should serve as Emcee for the event and open the ceremony by welcoming everyone and thanking them for coming. A student-led flag salute is often a nice touch at this point. The principal may say a few more opening comments, followed by the introduction of dignitaries in attendance, starting with School Board Members, followed by the Superintendent and then other elected officials and special guests.

It is traditional to ask the Chairperson of the Board to speak first on behalf of the entire Board. It is also acceptable to ask the Board Member representing your school to speak. Sometimes the Chairperson will ask that Board Member to represent the Board at the event. Then, the principal invites the Superintendent or someone who may be represent Once the formalities are completed, other activities may include students, parents, teachers or business partners and other community persons, including representatives of governmental organizations or civic associations.

At the end of the ceremony, some type of activity, such as the unveiling of a plaque, placement of a time capsule or planting of a tree might be appropriate.