

Reference : EXECUTIVE
Section : CORRESPONDENCE / COMMUNICATION
Title : PUBLIC DEDICATION CEREMONIES AND CELEBRATION
Policy Number : 01-03-03
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Revision Date : **04-23-2021**

I PURPOSE

The purpose of this policy is to define the protocol for public dedication ceremonies.

II POLICY

Support from the Public Affairs department for a public event must be submitted in writing to the Superintendent, Communications/Advertising and Director of Public Affairs at least 3 weeks in advance of the event. The Superintendent will adjust the plan in regards to protocol, program, scheduling, and support. The plan will be submitted to the Director of Public Affairs for final approval.