

**Reference:** EXECUTIVE  
**Section:** CORRESPONDENCE / COMMUNICATION  
**Title:** PUBLIC DEDICATION CEREMONIES AND CELEBRATION  
**Policy Number:** 01-03-03  
**Issue Date:** 09-30-2001  
**Revision Date:** 05-04-2021

**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 three (3) weeks in advance of the event. The Superintendent will adjust the plan with regards to protocol, program, scheduling, and support. The plan will be submitted to the Director of Public Affairs for final approval.