



# DESIGNATION CEREMONY Planning Form 2011-2012



School Name \_\_\_\_\_

School Coalition Sponsor Name \_\_\_\_\_

1) Date of Ceremony: \_\_\_\_\_

2) Time of Ceremony: \_\_\_\_\_

3) Location of Ceremony: \_\_\_\_\_

4) Description of Ceremony/Program Content: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Invitation List (i.e. Superintendent, City Council, School Board Members, etc.):

\_\_\_\_\_  
\_\_\_\_\_

6) Press Release Distribution List (i.e. District Media Relations Office, Local Newspaper, etc.):

\_\_\_\_\_  
\_\_\_\_\_

7) Supplemental materials (please include copies):

- Photographs (with description, including names of individuals and affiliations)
- PowerPoint Presentation     Newspaper/Newsletter articles     DVD/video tape
- Other (please specify): \_\_\_\_\_

Please send completed Designation Ceremony Form via fax to (303) 830-1554 or email scanned document to [Denver@adl.org](mailto:Denver@adl.org) or mail to 1120 Lincoln Street, Suite 1301, Denver, CO 80203.

For more information call (303) 830-7177 ext. 214 or visit [www.adl.org/mountain-states](http://www.adl.org/mountain-states).