



# ⑦ DESIGNATION CEREMONY Planning Form 2009-2010



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

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

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

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

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

4) Please describe your Ceremony/Program Content: \_\_\_\_\_

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

5) Who will be invited (i.e. Superintendent, City Council, School Board Members, etc.):

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

6) Press release sent to (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 to 1120 Lincoln Street, Suite 1301, Denver, CO 80203, or via fax to (303) 830-1554.

For more information call (303) 830-7177 ext. 238 or visit [regions.ADL.org/mountain-states](http://regions.ADL.org/mountain-states).