



# ⑦ DESIGNATION CEREMONY Planning Form 2009-2010



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

Contact 1 Name \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contact 2 Name \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

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

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

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

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

5) Who has been invited: \_\_\_\_\_

6) Press release sent to: \_\_\_\_\_

**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 Activity Forms 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).