

# Administrative Guidelines

## FACILITIES

Policy 701.12-G  
(previously Policy 901.12-G)

### Official School Openings

The following information is designed to assist with the planning of the official opening of school.

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## 11. Budget

Don't be shy to stretch the budget with contributions from the business commm A e

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## Appendix "A"

### Action Check List - School Openings

#### 3 Months Prior

- Form Planning Committee
- Contact Secretary-Treasurer's office
- Determine budget
- Determine theme
- Determine location for ceremony and guest assembly

#### 10 Weeks Prior

- Confirm guest list
- Begin planning program
- Begin planning decorations
- Begin planning of refreshments
- Arrange for chairs
- Arrange for podium and staging

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