

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

## **I PURPOSE**

The purpose of this policy is to define the protocol for public dedication ceremonies.

## **II POLICY**

All public ceremonies and dedication plans must be submitted in writing to the Superintendent, Communications/Advertising at least three weeks in advance of the scheduled event. The Superintendent will adjust the plan in regards to protocol, program and scheduling. The plan will be submitted to the Director of Public Affairs for final approval.