



Guidelines for Schools Official Opening Ceremonies for Projects

Major Schemes – in excess of £1million		
Action	Responsibility	Comments
Agreed date with Chairman's office and Media and Information Officer	Planning, Property and Contracts Manager.	1. Minimum of 6 weeks notice required of proposed date of ceremony. 2. Planning, Property and Contracts Manager to advise of location of ceremony and venue for reception. 3. Preferred time to be mid to late morning to ensure maximum benefit from press coverage. 4. Normal protocol is for Chairman of Education Committee to host ceremony, Mayor to perform opening, Chairman of Governors to propose vote of thanks.
Agree who is to perform/host the opening ceremony	Planning, Property and Contracts Manager in consultation with Director	
Guest List	School to prepare first draft. Planning, Property and Contracts Manager to advise where appropriate	Planning, Property and Contracts Manager to agree list with Director before submission.

Guest list will normally consist of:	
• Mayor	•
• Chairman of Education Committee	•
• The Chief Executive	•
• Director of Education	•
• Assistant Directors of Education	•
• Planning, Property and Contracts Manager	•
• Local Councillor(s)	•
• The Chairman and Clerk of the Parish Council	•
• Planning and Transportation Project Officer	•
• Director of Planning and Transportation and Chief Building Surveyor	•
• Architect	•
• Persons specially involved in the project	•
• Representatives of the Contractor	•
• Divisional Superintendent of Police	•
• School Governors	•
• Diocese Representative where appropriate	•

Action	Responsibility	Comments
Send formal invitations	Chief Executive's co-ordinator (Media and Information Officer?)– official invitations	1 Will be issued in name of Chairman of Education Committee to a ceremony to be performed by him. 2 Planning, Property and Contracts Manager to arrange sketch drawing for inclusion on programme.
Official Ceremony Programme	Chief Executive's co-ordinator (Media and Information Officer?)	1 Planning, Property and Contracts Manager to provide scheme history for Chairman's speech and programme. 2 School to provide some background information. 3 Planning, Property and Contracts Manager to provide location plan for Chairman
Transport Arrangements/ Reception Arrangements	Chairman's Office	1 To make necessary transport arrangements for Chairman and Mayor. 2 Liaise with reception venue regarding numbers/menu and seating arrangements (where appropriate). 3 To have sole responsibility in question of protocol and precedence.
Organisation of Plaque	Planning, Property and Contracts Manager	1 Wording to be approved by Chairman of Education and Director of Education 2 Normally only Chairman and Director of Education will be named on plaque, with the exception of jointly-funded projects.
Press Release/Enquiries	Media and Information Officer	Planning, Property and Contracts Manager to provide details for press release.
Ceremony Arrangements	Planning, Property and Contracts Manager to liaise with Planning and Transportation and school	1 Provision of necessary materials – plaque stand, scissors, etc. 2 Clearance of site, Police liaison re traffic, parking for official cars, platform (if appropriate).
Protocol of Opening Ceremony	1 Chairman of Education welcomes guests and introduces Mayor 2 Mayor's speech and performs Opening ceremony. 3 Chairman of Governors Thanks) To be reviewed on an individual basis depending on size of the project.
Opening Ceremony – refreshments	School to provide if required	Contractor may be asked to assist with costs. Refreshments at discretion of School.

