

Chugiak High School - Signing Event Protocol and Check List

Signing events are appropriate when a high school senior is accepting a scholarship, partial scholarship or accepting an Academy Military appointment. Chugiak High School is thrilled to share this special event with students and their families. A checklist of items is provided below.

Checklist for a CHS Signing Event:

- Determine the **location** for the signing event. CHS staff will assist with determining the location and making appropriate reservation/booking within the school.
- Determine the **date and time** of the signing event. Signing events work best when held immediately following a school day... 2:30 p.m. allows for staff and fellow students to attend the special event. Tuesday, Wednesday or Thursday events work best. We do not typically host these event on Monday or Friday.

Items to have at a signing event:

- Table and table cover (provided by school)
- Sweatshirt, pennant or other items representing the program you are signing with (provided by family)
- Helium balloons in the appropriate colors (2 small balloon bouquets with 3-4 balloons each) *optional* (provided by family)
- The family of the student should consider providing a cake and/or small finger foods, and punch (provided by family). Food is optional and not required.
 - A cake may include artwork specific to a sport or colors specific to the university, and in some cases the bakery will make a cake with a photo provided by the family
 - Small veggie trays or small fruit trays
 - Small meat and cheese, crackers, pretzels
- Silverware, plates and utensils (provided by family)
- Food, balloons and other items for a signing event may be dropped off in the school office prior to the signing event. CHS staff will assist with the set up and take down for the event.

Prior to the event:

- CHS staff will assist with the writing of a school press release. In order to write a press release students and their family should provide information on academic success and recognitions, GPA information, athletic accomplishments, state or national recognitions. State or national awards information. Provide information about future ambitions including career or future vocation.

Make sure to provide parent or guardian information.

Press releases should be sent to:

The Alaska Star
Anchorage Dispatch News (formally Anchorage Daily News)
Channel 2 (KTUU)
Channel 11
Channel 13
Anchorage School District Communications
ASAA
JBER News organizations

A note on Photography:

Consider having someone photograph the signing as some news organizations will accept and use a photo, if they are unable to attend the event.

Who should be invited to attend a CHS signing event?

- The parent/guardian of the student
- The CHS teaching and coaching staff is invited to attend (handled by the school)
- Coaches, teachers, school counselors or individuals who have made a special or significant impact on the student may receive a special invitation (handled by the family)
- Special friends or other relatives as determined by the student and their family (handled by the family)

What to wear on the day of the signing?

Students should consider professional dress or appropriate spirit attire from the program they are signing with. Example: A University of Hawaii sweatshirt is appropriate when signing with U of H. Students signing paperwork with a Military Academy should consult the organization for input on clothing.

Remember... media may be on hand for this event. Always safe to dress up and look your best!

Program at the signing event/Who should speak?

- The school will provide an individual to emcee a signing day event unless the family asks to handle this detail.
- A modified version of the press release is read, listing the accomplishments of the student leading up to this signing event.
- The student may say a couple of words...
- The parents may speak if they wish...
- A pre-determined speaker such as a coach or teacher, counselor, etc. may speak.
- The student signs the letter of intent...
- The student poses for photographs, signing the letter of intent.
- Afterwards the emcee of the event invites friends and family to stay after for food (if provided)...
- At this point the official event is over. The student, their parents and other special individual may be called upon by local media to pose for additional photographs or be interviewed by the media

(revised May 12, 2016)