



SAN DIEGO CITY SCHOOLS



EUGENE BRUCKER EDUCATION CENTER
4100 Normal Street, San Diego, CA 92103-2682

Checklist For Ribbon-Cutting/Dedication Ceremonies

Congratulations! Your Proposition MM project is almost done! Now it's time to celebrate with your school community.

This checklist will help you plan a ribbon-cutting ceremony for your new Proposition MM facility. This is your opportunity to celebrate and thank everyone – teachers, staff, parents, students, partners, neighbors, and the construction team – for their hard work and patience. It's also a way to let your community know that their Proposition MM tax dollars have resulted in great things at your school!

Select An Event Leader

- Select a coordinator to lead the event planning. This could be a staff member, parent or PTA member who is creative, detail-oriented and enjoys planning. Consider establishing a small committee and involving your BSS and parent volunteers.
- Contact Cynthia Reed-Porter (858-637-3607) of Proposition MM Communications to discuss your preliminary plans and to reserve the giant scissors and ribbon.

Select A Date

- Select a date at least 4 weeks in advance of the event.
- Before selecting a date, determine if you would like the superintendent, your Board member and other special guests to attend. For the superintendent's calendar, contact Cathy Ginsky at 619-725-7076. For your Board Member's calendar, contact the Board Office at 619-725-5550.
- Before selecting a date, make sure your construction team agrees that the facility will be presentable and near completion by that time!
- Consider merging your event with an already scheduled all-school activity, such as a Parent Night or Open House, to ensure a large crowd.

Select A Time

- Consider if you want TV media coverage. Events held between 10 a.m.-2 p.m. typically attract the most media coverage. Later events aren't always covered due to deadlines.
- Consider if you want parents to attend. Events held after work hours allow many parents and community members to join the event.
- You'll never find a perfect time. Try for the time that works best for those you consider most important to your event.

<p>Invitations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> There is no right or wrong way to do invitations. You can create a flyer, e-mail, postcard, letter or something more formal. <input type="checkbox"/> Invitations should include school name, date, time, address, RSVP telephone number, description of event, and Proposition MM and SDCS logos. See invitation samples at: www.sandi.net/propmm/principals.htm#plan <input type="checkbox"/> To have your invitation reviewed for accuracy and overall protocol, contact Cynthia Reed-Porter (858-637-3607, creed-porter@sandi.net) of Proposition MM Communications. <input type="checkbox"/> Consider sending a “save the date” e-mail to special guests, then send the print invitation at least two weeks before the event. <input type="checkbox"/> To avoid postage costs, use internal mail, e-mail, parent newsletters and your marquee.
<p>Who To Invite</p>	<p>Please invite:</p> <p>District leaders: (all located at 4100 Normal Street, San Diego, CA 92103)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your Board of Education Member (Luis Acle, John deBeck, Shelia Jackson, Mitz Lee, Katherine Nakamura) <input type="checkbox"/> Superintendent Carl Cohn <input type="checkbox"/> Deputy Superintendent Geno Flores <input type="checkbox"/> Chief Administrative Officer Jose Betancourt <input type="checkbox"/> Your Area Superintendent <p>Your Proposition MM Team: (all located at 4860 Ruffner, MOC Annex, San Diego, CA 92111)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your SDCS Project Manager, Construction Manager and Project Inspector <input type="checkbox"/> Bob Kiesling, Chief Facilities Officer (bkiesling@sandi.net) <input type="checkbox"/> Dave Umstot, Deputy Chief Facilities Officer (dumstot@sandi.net) <input type="checkbox"/> Steve Bovee, Supervising Construction Manager, Proposition MM (sbovee@sandi.net) <input type="checkbox"/> Cynthia Reed-Porter, Communications, Proposition MM (creed-porter@sandi.net) <p>Your project partners:</p> <ul style="list-style-type: none"> <input type="checkbox"/> General contractor (ask your SDCS Project Manager or Construction Manager for names/addresses) <input type="checkbox"/> Architect (ask your SDCS Project Manager or Construction Manager for names/addresses) <p>Your school community:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents and PTA <input type="checkbox"/> School staff <input type="checkbox"/> Students <input type="checkbox"/> Partners In Education <input type="checkbox"/> Volunteers <input type="checkbox"/> Former principal <input type="checkbox"/> Alumni <input type="checkbox"/> Neighbors <input type="checkbox"/> Community Council or Community Planning Group <input type="checkbox"/> City Councilmember, Assemblymember, Congressperson, Senator, etc. (Get names and addresses from Legislative Services, 619-725-7086, or online at www.sandi.net/adminserv/ElectedOfficials/index.html)

<p>Ceremony</p>	<ul style="list-style-type: none"> ❑ Keep your program to about 20-30 minutes. ❑ Here is the order of a basic ceremony: <ul style="list-style-type: none"> Opening Welcome By Principal Student-Led Pledge Thank You To Special Guests Student Participation Activity: song, reading, etc. Principal Introduces Speakers Speakers (about 3 minutes each) Presentation Of Building Via Ribbon-Cutting Closing Remarks: Principal Post-Event Activities: Student-led tour, storyteller, refreshments
<p>Programs</p>	<ul style="list-style-type: none"> ❑ You may want to print a program as a souvenir. See program samples at: www.sandi.net/propmm/principals.htm#plan ❑ To have your program reviewed for accuracy and overall protocol, contact Cynthia Reed-Porter (858-637-3607, creed-porter@sandi.net) of Proposition MM Communications.
<p>Speakers/ VIPs</p>	<ul style="list-style-type: none"> ❑ The principal typically serves as the emcee. As such, the principal should prepare a few comments and a short list of whom to thank and recognize. ❑ Who should speak? It is appropriate to ask the following individuals to make a few comments, if in attendance: <ul style="list-style-type: none"> - Your Board Member - Superintendent (or Deputy Superintendent) - Chief Facilities Officer (or Deputy Chief Facilities Officer). - Also, if an elected official attends, such as your City Councilmember, it is appropriate to ask them to speak. - Other guest speakers can be added as you deem appropriate. ❑ To determine speaking order, who to thank and overall protocol, contact Cynthia Reed-Porter (858-637-3607, creed-porter@sandi.net) of Proposition MM Communications.
<p>The Ribbon-Cutting</p>	<ul style="list-style-type: none"> ❑ Plan ahead when deciding who will cut the ribbon. Typically, “ribbon cutters” include: student(s), principal, librarian, a Facilities Management representative (such as the Chief Facilities Officer/Deputy Chief Facilities Officer), and your Board Member, the Superintendent/Deputy Superintendent or elected officials if present. ❑ The group gathers <i>behind</i> the ribbon (facing the audience) and poses for a photo. The principal starts a “countdown” with the students, then the group cuts the ribbon together. ❑ To reserve the giant scissors and ribbon, contact Cynthia Reed-Porter (858-637-3607, creed-porter@sandi.net) of Proposition MM Communications.

Props/ Decorations/ Refreshments	<p>Think about where you want to stage the event. A few props you may need:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decorations – balloons, student artwork, flowers or plants, the original blueprint <input type="checkbox"/> Chairs (seating for guests and speakers) <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Flag for Pledge of Allegiance <input type="checkbox"/> Camera for photos (ask a parent or staff member to take photos or video) <input type="checkbox"/> Scissors (can be borrowed from Proposition MM Communications) <input type="checkbox"/> Ribbon (can be borrowed from Proposition MM Communications) <input type="checkbox"/> Refreshments (Optional. Cakes, cookies and more are available from Food Services Catering at www2.sandi.net/food/catering2.htm)
Ideas To Make Your Event Unique	<p>Here are just a few ideas of what other schools have done. For more ideas, go to www.sandi.net/propmm/events.htm.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Design your event around a theme (patriotic, Chinese, 50th anniversary, etc.) <input type="checkbox"/> Tie your event to a special holiday (National Reading Week, Dr. Seuss’s Birthday, etc.) <input type="checkbox"/> Invite local college or professional athletes to talk to your students <input type="checkbox"/> Invite a middle school or high school band, cheer team, drill squad or other group to perform <input type="checkbox"/> Invite a storyteller, mariachi band, step group or other performing group <input type="checkbox"/> Invite “Clifford the Big Red Dog” or other costume characters <input type="checkbox"/> Contact or write any elected official’s office and request a Certificate of Recognition in honor of your event. For a sample of a letter to send to the President of the United States or Governor of California, www.sandi.net/propmm/principals.htm#plan.
Involving Students	<p>A few ways to involve your students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ushers for seating <input type="checkbox"/> Parking lot guides <input type="checkbox"/> Taking photos <input type="checkbox"/> Tour guides for the new building <input type="checkbox"/> Handing out programs <input type="checkbox"/> Singing or reading performances <input type="checkbox"/> Writing essays on why libraries are important <input type="checkbox"/> Helping cut the ribbon <input type="checkbox"/> Creating a large “Thank You, San Diego” sign <input type="checkbox"/> Making bookmarks as souvenirs
Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Proposition MM is not able to fund ribbon-cutting events due to bond restrictions. When planning your event, you may want to consider how your Partners, PTA or local businesses can defray expenses.
Site Clean-Up	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your site is presentable and final touch-ups are completed. <input type="checkbox"/> If you have concerns, contact your Proposition MM construction manager for a final walk-through.
Media Coverage	<p>Communications will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue a media advisory for your event. <input type="checkbox"/> Send photo and article to community newspaper. <input type="checkbox"/> Include photo of ribbon-cutting in Staff Bulletin, Newslines and website.

