



## OFFICIAL OPENING AND BLESSING OF NEW SCHOOLS AND NEW ADDITIONS – CHECKLIST OF TASKS

1. Check with Executive Assistant re: available dates for Bishop, Director, Chairperson, Trustee	Principal
2. Form an Organizing Committee and select Spokesperson	Principal
3. Select a Theme or Andrea will design something suitable	Committee
4. Select a Master/Mistress of Ceremonies	Principal
5. Select speakers to bring greetings or participate in ceremony	Committee
6. Determine entertainment, choir, etc.	Committee
7. Send letter – Blessing and Greetings on behalf of Diocese — Bishop of Peterborough	Dir. Office
8. Send letter – Opening Prayer — Parish Priest	Dir. Office
9. Send letter – Greetings on behalf of Municipality — Mayor	Committee
10. Send letter – Greetings on behalf of Federal Government — MP	Committee
11. Send letter – Greetings on behalf of Provincial Government — MPP	Committee
12. Send letter – Greetings on behalf of County/Town — Warden	Committee
13. Greetings from Trustee(s) from appropriate area	Dir. Office
14. Greetings from the Board — Board Chairperson	Dir. Office
15. Greetings — Director of Education	Dir. Office
16. Greetings on behalf of the Catholic School Council/Community — Parent Representative CSC	Committee
17. Greetings on behalf of the Student Council — Student Council Rep/Presidents	Committee
18. Design Invitation and Print	Com. Office
19. Invitation will be sent via email to all PVNC staff and Trustees	Com. Office
20. Type program in Word following examples	Committee
21. Design and Print Program	Com. Office
22. Send program to Bishop, Director, Chairperson, Trustee(s)	Dir. Office
23. Send program to other speakers (map if necessary)	Committee
24. News Release / News Feed / TW / FB	Com. Office
25. Web site banner for main site and send to school for their site	Com. Office
26. Parish Bulletin Ad and / or Newspaper Ad	Com. Office
27. Book photographer for event (staff member, retired staff or community member?)	Committee
28. Determine decorations (hallways, entrance, stage, food tables)	Committee
29. Organize parking, parking permits for dignitaries, shuttle service (if necessary)	Committee
30. Name tags for dignitaries	Committee
31. Arrange for refreshments with local caterer	Committee

32. Produce RESERVED SEATING signs for people in Processional	Com. Office
33. Arrange for student tour guides — produce name tags for identification	Committee
34. Determine equipment needs — email Facilities Manager indicating what equipment is needed (ex. chairs, podiums, tables, steps to stage, riser, etc.)	Committee
35. Arrange for a sound system if necessary	Committee
36. Purchase guest book and pen	Committee
37. Arrange for a clean-up committee	Committee
38. Arrange for traffic control	Committee
39. Place program on each chair or hand out as people arrive	Committee
40. Advise members of procession where they are to meet	Committee
41. Designate person in charge of procession	Committee
42. Send thank you letters to dignitaries and other participants after event	Committee

## Processional Order

- Most Reverend Bishop
- Parish Priest
- Board Chairperson and Trustees
- Director of Education
- MP
- MPP
- Mayor
- Catholic School Council Chairperson
- SOs and Administrative Staff
- Students (if participating)
- Principal