

NOTICE OF SCHOOL OPENING CEREMONY

School Board: _____

Local Contact Person: _____

Address: _____

Telephone: _____

Name of School: _____

Address: _____

Date of Opening: _____ **Time:** _____

Type of Project: (please check) New School Addition Modernization

CEREMONY PARTICIPANTS

Ministers: _____

MLA(s): _____

M.P.(s): _____

Alberta Infrastructure Representative(s): _____

Other Representative(s): _____

MAIL OR FAX TO:

Executive Director, Capital Programs Branch, Alberta Infrastructure and Transportation
2nd Floor, 6950 - 113 Street, Edmonton, Alberta T6H 5V7
Telephone: 422-7224 Fax: 427-5816

The following practices will be followed with regard to presentations at official school openings.

- For all government-funded projects, school boards are presented with the provincial Coat of Arms, an Alberta flag and a bronze plaque.
- Bronze plaques and commemorative certificates will be presented by the Minister or a department representative on behalf of the government.
- The provincial Coat of Arms will be presented by the MLA for the constituency in which the school is located.

**Please allow a minimum of one month to provide sufficient time
for manufacturing of presentation items.**