

CALENDAR POST GUIDELINES & REQUEST FORM

Please retain these guidelines for reference when preparing your Broward County Public Schools (BCPS) Calendar listing requests.

A calendar post does not satisfy a public notice requirement.

The BCPS Public Meeting and Special Events Calendar is maintained by the Communications Office and is available on the District's website at browardschools.com.

The BCPS Calendar Post Request Form must be completed and approved by the principal/department head and appropriate Senior Leadership Team member. Full information about the event, including date, start and end times, location, and contact person are required. The form must include all necessary information and appropriate signatures.

Examples of public meetings and events that *will* be posted:

- All School Board meetings/workshops
- District community meetings/forums/public hearings
- District-wide special events (i.e.) Teacher of the Year, Community Involvement Awards, College Fair and Gifted & Talented Symposium
- Major advisory/committee meetings and events

Examples of public meetings and events that *will not* be posted:

- Regularly scheduled division or department meetings
- Ad hoc committee meetings
- Standard, internal operational meetings
- Individual school events

Completed forms should be submitted to the Communications Office via:

Mail or hard-copy delivery: Communications Office
Kathleen C. Wright Administration Building
600 S.E. Third Avenue, 2nd Floor
Fort Lauderdale, FL 33301

Fax: 754-321-2318

Email: BCPSCalendar@browardschools.com

Requests are processed in the order received. If you have a change to an original request, you must submit a new request form and check the correct box.

If you have questions, please call 754-321-3200.

BCPS CALENDAR POST REQUEST FORM

Indicate on which calendar(s) you want your meeting/event to be posted:

District Calendar (internal)
 BCPS Calendar* (public)
 Both Calendars

** The BCPS Calendar is for public meetings and events.*

Check One:

Meeting
 Special Event

Check this box for any change(s) to previous form submitted: Change Request

Meeting/special event name: _____

Location: _____

Address: _____

Date of meeting/special event: _____

Start time: _____ **End time:** _____

If recurring, list additional dates and times: _____

Additional information: *Indicate if this event requires tickets, registration or invitation and include details.*

Website link (if desired): _____

Contact name: _____ **Phone number:** _____

Note: Contact name and phone number will appear on the calendar

Email address: _____

School/department: _____

Principal/Department Head Signature

Date

Senior Leadership Team Member Signature

Date

THIS FORM MUST BE SIGNED. • UNSIGNED FORMS WILL BE RETURNED.

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Email: BCPSCalendar@browardschools.com

Please submit Calendar Request Forms 5 business days prior to meeting/event.

FOR OFFICE USE ONLY

Date received: _____ **Date posted:** _____

Notes: _____