



# SIGNING DAY PROCEDURES

## *Student Athlete Must:*

- ✓ Notify the athletic department no less than 30 days in advance of their intent to host a signing day on campus
- ✓ Provide national letter of intent no less than 2 weeks prior to day of signing
- ✓ Provide list of attendees to Dr. Shanoff for approval, no less than 2 weeks in advance of signing
- ✓ Provide approved list of attendees to athletic department no less than 1 week prior to event
  - **Special Note:** Signing days hosted during the school day (prior to 1:50 PM) only allow for 10 students to be released from class to attend
  - **Special Note:** Signing days taking place after 1:50 PM do not have a student limit
- ✓ Provide a list of individuals speaking at the event including friends/family (limit 3 friends)

## *Coach Must:*

- ✓ Notify student athlete of signing day procedures
- ✓ MC the event/official host of event
- ✓ Speak on behalf of the program for that student athlete
- ✓ Provide athletic department with an itinerary of who is speaking and in what order

## *Athletic Department Will:*

- ✓ Notify local media
- ✓ Secure the auditorium for the date requested
- ✓ Set up table, chairs, backdrop
- ✓ Provide copies of national letter of intent for picture taking opportunities
- ✓ Provide passes to 10 students to be released from class (if applicable)
- ✓ Allow family access to set up 1 hour prior to event
- ✓ Send email to staff announcing event & details
- ✓ Post a picture of the student athlete signing on the athletic website

**The Pride of College Park and Orlando!**