

Planning an Athletic Signing at Lawrence High School

Congratulations on your or your son/daughter's intent to sign with a college or university to play intercollegiate sports! This is an exciting time for you. Below are information and a check list that will help you plan an athletic signing to be held at Lawrence High School.

General Information:


- Athletic signings are held after school dismisses Monday-Friday
- Signings held on campus are usually held in the cafeteria or library, but the lobby area (west side entrance) of the main gym is also another option.
- For signings held in the cafeteria, the LHS custodial staff will set up a head table at the far end of the cafeteria in front of the large 'Chesty' sign. Unless other arrangements are made a red or black cloth tablecloth will be placed on this table by an LHS staff member.
- For a signing held in the library the wooden tables will be arranged to form a head table and it will be placed in front of the windows looking out to the rotunda. This signing table will be set with a red or black cloth tablecloth by an LHS staff member.
- Historically, most athletes who have signed have brought some sort of food for after the event. In the past, athletes have provided: cake, cookies, or cupcakes. LHS does not provide food, plates, napkins, table service, cups, or ice for signings.
- LHS will provide a red or black rectangular cloth tablecloth for a food table if requested.
- The athletic department can notify the media and have an announcement read inviting friends, faculty and staff to attend the event if you choose. You will need to indicate this on the request form.
- Coaches, parents, family members, etc... should show up no more than 15 minutes prior to the start of the event unless other arrangements have been made.

Athletic Signing Check List:

- Check with the athletic department administrative assistant to see what possible dates/locations would be available for your signing. Have a couple of dates in mind. Please submit form two weeks in advance.
- Check with your future coach to see if they are coming to the signing ceremony.
- Once you have chosen a preferred date and two alternative dates, complete the attached signee bio and request to hold a signing forms and return them to the athletic office administrative assistant. The athlete will be notified if the desired date or an alternate is available.
- Notify your current LHS coach of your *approved* date so that they can attend the signing and act as Emcee.
- Discuss with your LHS coach who will be speaking (your LHS coach, your future coach, you, etc...)at your signing and plan the event together.
- If food will be served after the event, set the refreshment table up before the event begins. Arrival time is limited to 15 minutes prior to the event

Congratulations on your upcoming signing!
It's a GREAT day to be a Lion!

Lawrence High School Collegiate/Professional Signee Bio Form

Student First Name:		Graduation Year:		Gender:	
Student Middle Name:					
Student Last Name:					
Parent(s) - Guardian(s):					
Signing with:					
School/Organization Location: [City & State or Country]					
Sport Signing for and Grade(s) of Participation [please circle grade(s)]		9	10	11	12
Other Sports at LHS and Grade(s) of Participation: [please circle grade(s)]		9	10	11	12
		9	10	11	12
		9	10	11	12
		9	10	11	12
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		9	10	11	12
		9	10	11	12
		9	10	11	12
		9	10	11	12
Other Activities Participated in at LHS:					

Request to Hold an Athletic Signing at Lawrence High School

Student Name: _____

Current Sport at LHS: _____ Sport Signing For: _____

School/Organization Signing With: _____

Date Requested: _____
(First Choice) (Second choice) (Third Choice)

Time Requested: _____
(First Choice) (Second choice) (Third Choice)

Location Desired First Choice: (please circle) LHS Library LHS Cafeteria LHS Main Gym Lobby

Location Desired Second Choice: (please circle) LHS Library LHS Cafeteria LHS Main Gym Lobby

Location Desired Third Choice: (please circle) LHS Library LHS Cafeteria LHS Main Gym Lobby

My LHS Coach(es) Will Emcee the Event: (Please circle) YES NO

I Will Need an LHS Administrator to Emcee the Event: (please circle) YES NO

I Will Need the LHS Table Cloths for:
Head/Signing Table YES NO
Refreshment Table YES NO
(please circle)

I Would Like Lawrence High to Notify the Media, LHS Staff, Administrators, and Students (please circle) YES NO

ATHLETIC OFFICE USE ONLY:

Date Form Submitted: _____ Administrator Scheduled to Emcee: _____

Date Form Approved: _____

Date Approved for Signing: _____

Location Approved for Signing: _____

NOTES: