

Stewarts Creek High School - Signing Event Protocol and Check List

Signing events are appropriate when a high school senior is accepting a scholarship, partial scholarship or accepting an Academy Military appointment. Stewarts Creek High School is thrilled to share this special event with students and their families.

Checklist for a SCHS Signing Event:

- All signings will be held in the back of the library, unless otherwise specified. Please note: food and beverage are not allowed in the SCHS library.
- **COACHES: schedule signings with Barbara Collie.** This is not to be handled by the athlete or any other individual. Determine the **date and time** of the signing event. Signing events work best when held during ICU. This time slot allows for coaches and teammates to attend the special event without missing instructional time.
- Remember... photos will be taken and media may be on hand for this event. It's always a good idea to look your best!

Items to have at a signing event:

- Table and table cover (provided by athletic department)
- Official signing documents (provided by student athlete)
- Sweatshirt, pennant or other items representing the school/program student athlete is signing with (provided by family)
- *Optional* - One or two small Helium balloon bouquets in the appropriate colors (provided by family)

Who should be invited to attend a SCHS signing event?

- The parents/guardians of the student athlete
- The coaching staff is invited to attend (handled by the head coach)
- Teammates for the sport in which the student is signing (staff notified by coaching staff)
- Coaches, teachers, school counselors are welcome to attend based on availability.
- Other students (**limited to 3**) or additional relatives as determined by the student and their family (handled by the family & coaching staff)

Coaches – Please notify the SCHS staff of the signing. Be sure to send a roster of your team via email to notify staff they will be out of class for the signing. Include any other students that have been chosen by the athlete to attend the event.

Signing information will be shared:

- On the Athletic website (creekathletics.com)
- Via the Athletic twitter account (@creekathletics1)
- In the *Week at the Creek* newsletter
- With *The Daily News Journal* and *Murfreesboro Post* sports writers

Program at the signing event/Who should speak?

- The head coach should serve as the host/emcee of the event, unless otherwise specified.
- The student may say a couple of words.
- The student signs the letter of intent.
- The student poses for photographs, signing the letter of intent. Athletic department will have a designee on hand to take the “official” photo to be used in media, unless otherwise specified.
- At this point the official event is over. The student, their parents and other special individual may be called upon to pose for additional photographs or be interviewed by the media (if present).