

Stewarts Creek High School - Signing Event Protocol and Check List

COVID edition

For Athletes and Coaches

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.
- 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 immediate family of the student athlete
- The coaching staff is invited to attend (handled by the head coach)

Signing information will be shared:

- On the Athletic website (creekathletics.com)
- Via the Athletic twitter account (@creekathletics1)
- In the *Week at the Creek* newsletter and the school website (sch.rcschools.net)
- 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 few 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. Other photos may be taken, if families desire.

COACHES: It is your responsibility to communicate this information to your athletes.

Physical distancing will be observed, and masks must be worn by all parties.