

# CALENDAR POST GUIDELINES & REQUEST FORM

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

The BCPS Calendar is available for public viewers who are interested in public meetings and events that occur during the school year. It is maintained by the Public Information Office and is available on the District's website at [browardschools.com](http://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. Content submitted is subject to review and approval.

The form must include all necessary information and appropriate signatures. Completed forms should be submitted to the Public Information Office via:

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

**Fax:** 754-321-2318

**Email:** [BCPSCalendar@browardschools.com](mailto:BCPSCalendar@browardschools.com)

## **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

The requesting school/department and the appropriate Senior Leadership Team member, if necessary, is responsible for reconciling any duplicate date requests. Requests will be processed in the order in which they are received.

This calendar is provided for informational purposes only. If you have questions about a specific event, please email or call the contact person listed on the event.

The BCPS Calendar should be checked daily for any last minute changes.

*Please check the BCPS Calendar frequently for updates and changes.*

# 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/End Time of Meeting/Special Event:** \_\_\_\_\_

**If Recurring Meeting/Special Event, 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 #:** \_\_\_\_\_

*Note: Contact Name and Phone # will appear on the calendar*

**Email Address:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

\_\_\_\_\_  
*Principal/Department Head Signature*

\_\_\_\_\_  
*Senior Leadership Team Member Signature*

**THIS FORM MUST CONTAIN BOTH SIGNATURES • UNSIGNED FORMS WILL BE RETURNED**

**Send Completed Form To:** The Public Information Office  
KCW, 2nd Floor

**Or Fax The Form To:** 754-321-2318

**Or Scan Form And Send Via Email To:** [bcpscalendar@browardschools.com](mailto:bcpscalendar@browardschools.com)

(Please duplicate this form for future use)

**FOR OFFICE USE ONLY**

*Last updated: 11/28/12 - CH*

**Date Received:** \_\_\_\_\_ **Date Posted:** \_\_\_\_\_

**Notes:** \_\_\_\_\_