

# CALENDAR POST GUIDELINES & REQUEST FORM

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

***A calendar post does not satisfy a public notice requirement.***

The BCPS Public Meeting and Special Events Calendar is maintained by the Office of Communications 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. The form must include all necessary information and appropriate signatures.

## **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

Completed forms should be submitted to the Office of Communications

via: **Mail or hard-copy delivery:** Office of Communications  
Kathleen C. Wright Administration Building  
600 S.E. Third Avenue, 2nd Floor  
Fort Lauderdale, FL 33301

**Fax:** 754-321-2318

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

Requests are processed in the order received. If you have a change to an original request, you must submit a new request form and check the correct box.

*If you have questions, please call 754-321-3200.*

## BCPS 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 time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

**If recurring, 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 number:** \_\_\_\_\_

*Note: Contact name and phone number will appear on the calendar*

**Email address:** \_\_\_\_\_

**School/department:** \_\_\_\_\_

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

**THIS FORM MUST BE SIGNED. • UNSIGNED FORMS WILL BE RETURNED.**

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 Fort Lauderdale, FL 33301

**Fax:** 754-321-2318

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

**Please submit Calendar Request Forms 5 business days prior to meeting/event.**

**FOR OFFICE USE ONLY**

**Date received:** \_\_\_\_\_ **Date posted:** \_\_\_\_\_

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