

## **COLLEGE SIGNINGS 2017-2018**

Congratulations! We are excited about your future and continuing your sport at the collegiate level! This letter will help guide you through the process of a coordinating with our office for your college signing. We are thrilled to partner with you in making this occasion memorable.

**For the 2017-2018 school year...signings will take place three times a year:  
November 8th, February 7th and April 18th.**

Here are the detailed instructions:

1. Contact the athletic office. Assistant Athletic Director, Jennifer Roberts can be contacted at [jroberts@caschools.us](mailto:jroberts@caschools.us). The signings will be held in the auditorium or the blue gym.
2. The athletic staff will handle the following:
  - a. Contact your current high school coach to be in attendance.
  - b. Contact Enews to submit an article for the next publication and alert the Courier Journal.
  - c. Alert a photographer to be present. These photos will be used for publications.
  - d. Communicate with high school administrators and the marketing department so they can be in attendance and also have the information on the TVs in the high school wing.
  - e. Prepare stage area for each signee and provide a table for refreshments.
3. Planning for signing day:
  - a. Invite family members and friends outside of CAL to attend. We will allow both parents on stage with the student athlete sitting in the middle.
  - b. Bring refreshments (optional) and set up on the provided table by athletics. Items that do not have to be cut or prepared work best. Examples: cookies, cupcakes, small waters. Refreshments will follow the signing ceremony.
  - c. Arrive around 2:50, to set up food and welcome guests. We will begin promptly at 3:15.
  - d. Bring official paperwork to be signed at the conclusion of the ceremony.
4. Post-Signing

- a. Check out publications within the next 1-2 weeks for pictures and articles related to the signing. They include, but are not limited to : Enews, CAL Website, Courier-Journal, etc.
- b. Keep in touch with Christian Academy to let us know if there is anything we can do.

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