

COLLEGE SIGNINGS 2018-2019

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 2018-2019 school year...signings will take place three times a year:
November 14th, February 2nd and April 17th.**

Here are the detailed instructions:

1. Contact the athletic office. Assistant Athletic Director, Jennifer Roberts can be contacted at 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.
 - 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. Refreshment tables will be a 6 foot rectangular table, you will need to bring a table cloth.
 - 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.

e. The back drop will remain on the stage for plenty of time to take photos.

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.

Jennifer Roberts

Assistant Athletic Director

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