



CATHOLIC EDUCATION
WESTERN AUSTRALIA

**AUSTRALIAN GOVERNMENT CAPITAL GRANTS PROGRAMME
WESTERN AUSTRALIAN GOVERNMENT LOW INTEREST LOANS
SCHEME
TRADE TRAINING/TRADES SKILLS CENTRES**

**RECOGNITION
REQUIREMENTS
BOOKLET**

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INTRODUCTION

AUSTRALIAN GOVERNMENT CAPITAL GRANTS PROGRAMME (AGCGP)

WESTERN AUSTRALIAN GOVERNMENT LOW INTEREST LOANS SCHEME (LILS)

This booklet is provided as a guide to the recognition of Australian Government funding requiring an opening ceremony.

The initial procedures, plaque requirements, advertising and appendices all pertain to the AGCGP.

Low interest loan funds, while not requiring an opening ceremony, does require other aspects of recognition equal to that of the AGCGP. Therefore LILs recognition is incorporated into the recognition process within this booklet.

Schools may find aspects of the booklet helpful when organising other celebratory events.

AGCGP CONTACT DETAILS

Phone: 1300 363 079

Email: schoolopenings@education.gov.au

TRADE TRAINING/TRADES SKILLS CENTRES IN SCHOOLS PROGRAMME (TTC)

As part of the Australian Government's initiative, funding has been provided to enable all secondary students to access vocational education through Trade Training Centres.

The recognition requirements for TTC's are separate to that of the Capital Grants Programme. Recognition requirements and procedures for TTC's have been included at the end of this booklet for your convenience.

TTC CONTACT DETAILS

Phone: 1300 363 079

Email: TTCRecognition@education.gov.au

DEFERRALS AND EXEMPTIONS

It is possible to request a deferral or exemption to a school opening ceremony; requests are to be made via the Resources Team, CEWA for submission and approval to the schoolopenings inbox at schoolopenings@education.gov.au

Schools are encouraged to contact Grethel Fonceca from the Resources Team on 6380 5272 or via email at fonceca.grethel@ceo.wa.edu.au to begin the school opening ceremony process.

AUSTRALIAN GOVERNMENT CAPITAL GRANTS PROGRAMME (AGCGP)

STATE GOVERNMENT LOW INTEREST LOANS SCHEME (LILS)

The Australian Government and Western Australian Government provide significant funding towards capital expenditure for Catholic schools in Western Australia. Recognition requirements must be met as part of the conditions of funding to officially acknowledge assistance.

REQUIREMENTS

- i. Acknowledge Australian Government and Western Australian Government funding in all announcements and other publicity of all school capital projects for which funding has been approved.
- ii. Install building plaques on all completed projects, irrespective of cost, which acknowledge Australian Government and Western Australian Government funding. Where a facility is opened by a Commonwealth representative, the name of the person opening the facility must be affixed to new and refurbished buildings. Wording on plaques acknowledging Australian Government and Western Australian Government funding must be of similar size and style to wording acknowledging other funding sources.

(Plaque wording must be approved by the Australian Government and the State Government via the Resources Team prior to production).

- iii. Advise school communities about assistance received from the Australian Government and Western Australian Government by such means as school newsletters.
- iv. Arrange an official opening ceremony of funded facilities within seven months of *Notice of Practical Completion* of the project, unless otherwise agreed by the Commonwealth, where the Commonwealth contribution is equal to or exceeds \$100,000 irrespective of the year in which the funding was approved, or where the school or the Commonwealth requests an opening.

Where the project is one stage of a larger, multi-stage development, the opening can be deferred until completion of an appropriate later stage. If the school believes that the nature of a project is such that it would be inappropriate to open it officially, it must seek, via the Resources Team CEWA, to the Australian Government that there not be an official opening, or, that the opening be deferred until an appropriate date or later stage.

- v. If there is to be an official opening ceremony, the following conditions apply:
 - Propose three dates and times, giving two to three months notice for an official opening ceremony, within seven months of *Notice of Practical Completion*, that do not coincide with Parliamentary sitting days. This is to allow greater flexibility for the Australian Government Minister for Education and Training, or his representative to attend;
 - the Minister or his representative must be invited **to speak** at all official opening ceremonies of capital projects to which the Commonwealth has contributed funding;
 - the Minister or his representative must be invited to **officially open** those projects to which the Commonwealth contribution is **greater than** 50 per cent of the project cost;
 - in the case of Commonwealth funding being **less than** 50 per cent of the project cost, the Executive Director, Catholic Education WA must be invited to open those projects for BGA member schools. For Order Accountable schools, the Order will take carriage of the ceremony and appoint the officiating party.

THE PROCESS

1. The school contacts the Resources Team to check that the dates and times chosen do not coincide with Parliamentary Sitting days. This must be done two to three months in advance to comply with the guidelines.
2. The school emails a letter of invitation to the Australian Government Minister for Education and Training (Appendix A) to the *Schoolopenings* in-box: schoolopenings@education.gov.au (Cc to the Resources Team).
3. *Schoolopenings* will source the Minister or his representative's availability and confirm date/time with the school.
4. *Schoolopenings* will confirm date and time and provide a template for school to provide background information of the ceremony.
5. School to provide Resources Team the confirmed date and time.
6. Resources Team will liaise with Church Office and Executive Director to source availability.
7. Resources Team will also notify the Department of the State Minister for Education; Aboriginal Affairs; Electoral Affairs if Low Interest Loan funds form part of the recognition ceremony.
8. Resources Team informs school of Church and CEWA representation.
9. The school sends out official invitations.

Note: Official invitation to the Federal Minister is not required, as the letter of invitation is all that is required.

If State Low Interest Loan funds form part of the recognition ceremony, then the school must send an invitation to the State Minister for Education; Aboriginal Affairs; Electoral Affairs.

10. Submit draft plaque wording (Appendix D) to the Resources Team for checking and to source approval of wording from Federal and State departments prior to production. (Please refer to item (ii) page 4)

ORGANISING THE CEREMONY

- **Consider your school's image**

An official opening ceremony is an ideal opportunity to promote positive community relationships and showcase what the school has to offer in both its curriculum and facilities.

The initial impression gained by a parent, student or visitor is perhaps the most lasting. It will often determine their future enthusiasm, commitment, involvement and the image of the school they communicate to others.

- **Committee**

It is recommended that a small committee be formed to organise the opening ceremony.

- **Timing**

Carefully plan the time of year for the opening, keeping weather conditions in mind. If the opening is to be held outside it is important to have an alternative arrangement in case of bad weather, or if the weather is very hot, e.g. school hall, classroom, or a marquee. A weekend opening may allow more of the community to attend.

- **Official Ceremony requirements**

Welcome to Country and Acknowledgement of Country

Schools are encouraged to access the following website on protocols for Welcome to Country and Acknowledgment of Country:

<http://geckos.ceo.wa.edu.au/protocols>

If schools require a contact to perform the ceremony they need to call the Aboriginal Education Team at Catholic Education WA. Ph: 6380 5292.

Archbishop/Bishop

The blessing of the school should be done by the Archbishop (or his nominee) for the Perth Archdiocese and Bishop (or his nominee) for country diocese.

Catholic Education Western Australia

The Executive Director Catholic Education WA or his representative must be invited to speak at all official openings of capital projects that have been approved for capital assistance.

If Commonwealth funding is less than 50% of the total project cost, then the Executive Director CEWA or his representative will officiate and pronounce the facilities open. This will apply to all BGA member schools.

Australian Government

The Australian Government Minister for Education and Training, or his representative must be invited to speak at all official openings of capital projects to which the Commonwealth has contributed funding.

If Commonwealth funding is more than 50% of the total project cost, then the Minister or his representative will officiate and pronounce the facilities open.

Western Australian Government

The State Minister for Education; Aboriginal Affairs; Electoral Affairs must be invited if Low Interest Loan funds formed part of the project funding and should be given the opportunity to speak particularly if the State Low Interest Loan contribution was substantial.

Local Government

Schools are encouraged to invite the Member of Local Government to attend as a VIP. Members of Local government are not given the opportunity to speak.

Master of Ceremonies

Appoint a Master of Ceremonies – this person, often the school Board Chairperson, welcomes guests and introduces speakers.

Vote of Thanks

Appoint someone to thank those who carried out the opening and blessing, guests, MC, etc – this is usually the Principal.

- **Invited guests**

The following list may be used as a guide. Please note, schools that have been partially or fully funded by the Australian Government and/or Western Australian Government must invite the Australian Government Minister for Education and Training, or his representative

and the State Government Minister for Education; Aboriginal Affairs; Electoral Affairs, or his representative.

The Australian Government Minister must be invited **at least two to three months prior** to the opening.

Official Party:

- The Archbishop or Bishop of Diocese
- The Australian Government Minister for Education and Training or his representative.
- State Government Minister for Education; Aboriginal Affairs; Electoral Affairs, or his representative.
- Local Government Member.
- Executive Director, Catholic Education Western Australia or his representative.
- Congregational Leader (Order accountable schools)
- Master of Ceremonies
- School Principal
- Parish Priest

Guests:

- Neighbouring Parish Priests
- Local Government
- Catholic Education Commission of Western Australia – Chairperson
- Congregation Leader of Religious Order (if relevant)
- Board members/Parish Council members
- Parents and Friends' Association members
- Architect
- Builder
- Member(s) of the Resources Team
- All parents of children at the school
- Principals of surrounding schools (as appropriate)
- State school Principals of surrounding schools (as appropriate)
- Past Principals

Formal invitations should be sent to the official party and invited guests (except for the Australian Government Minister. The letter of invitation proposing dates is taken as the invitation to attend). Considerations should then be given as to how parents and the wider community are to be invited – via newsletter, circular, newspaper advertisements.

• **Arrival of guests**

Appoint a group of staff or senior students specifically to look after the invited guests. The Official Party should be met by the Principal and School Board Chairperson. It is useful to have names on seats for special guests. Arrange for students to meet other visitors and parents and show them to the ceremony area. It is wise to plan and rehearse the ushering of guests from the car park to the seating area with the designated students.

• **Speakers**

Knowledge of the school and good public speaking skills are important in selecting the Master of Ceremonies. As a general rule, the number of speakers should not exceed the following:

- Master of Ceremonies (welcome and introduction).
- Welcome to Country and Acknowledgement of Country.

- The Archbishop or Bishop of Diocese (Blessing) – Archbishop usually speaks.
- The Australian Government Minister for Education and Training or his representative.
- State Government Minister for Education; Aboriginal Affairs; Electoral Affairs, or his representative.
- Executive Director Catholic Education Western Australia or his representative.
- School Principal (thanks and closing).

- **Program**

The program should be finalised as soon as final acceptances are received from the Official Party. Allow sufficient time for printing. The opening ceremony should contain a liturgical section – samples of programs can be supplied by the Resources Team or Communication Consultant at Catholic Education WA.

Generally, the program is as follows:

- Arrival of the Official Party and invited guests
- Master of Ceremonies – Welcome
- Welcome to Country and Acknowledgement of Country
- National Anthem (*schools are advised to use versus one and three if not using all three verses*)
- Liturgy and blessing of crucifixes
- Archbishop/Bishop of Diocese goes to each room for the placing of the crucifixes (during this time the ceremony continues with student readings, hymns, school choir, etc)
- Address: Archbishop/Bishop (if required)
- Official opening of facilities (*Australian Government more than 50% or Executive Director of Catholic Education in Western Australia if grant less than 50% of total project cost*)
- Address: The Australian Government Minister for Education and Training or his representative
- Address: State Government Minister for Education; Aboriginal Affairs; Electoral Affairs, or his representative.
- Address: Executive Director Catholic Education Western Australia or his representative.
- Address of thanks
- Morning/afternoon tea
- Buildings open for inspection

- **Introductions and starting time**

Allow guests a short space of time for introductions and informal talk prior to the opening ceremony. It is a good idea to offer light refreshments, e.g. juice, water, etc, in hot weather. Begin the ceremony on time, unless an important guest or speaker has not arrived.

- **Plaque**

If more than one building is being opened, a plaque must be placed on each building.

The plaque for the official opening should be ordered well in advance and will contain the following information:

- School name
- Name of person who conducted the official opening
- Name of person who blessed the facilities
- Date of opening
- If Australian Government funded, reference to that fact
- If Western Australian Government low interest loan funded, reference to that fact
- If community funded, reference to that fact
- Acknowledgement of architect/builder (optional)

See Appendix C for an example.

All plaque wording is to be approved by *Schoolopenings* for Capital Grants and the DES for Low Interest Loans, if applicable.

- **Engravers**

Schools may wish to use one of the following engravers once details of the plaque have been approved:

Wilson's Sign Solutions

30 Westchester Road
MALAGA WA 6062
Ph: (08) 9249 3244

Poolgrave

229 Mars Street
WELSHPOOL WA 6106
Ph: (08) 9470 5702

Talbot Walsh

Engraving and Signs
181 Star Street
CARLISLE WA 6101
Ph: (08) 9470 5555

A bronze plaque is recommended for best outdoor/low maintenance requirements. Polished brass plaques are also available, although these will need regular polishing.

Plaques should measure 30cm x 20cm. Engravers should also provide screws to attach the plaque. Plaque stands (with unveiling curtain) are available for hire from the engravers.

Ensure that plaque details are carefully checked before final production.

- **Equipment hire**

Equipment to be hired could include the following:

- Chairs
- Plants
- Microphones
- Staging
- Tables
- Cutlery
- Crockery
- Urns
- Plaque stand
- Trestles

It is important to make the ceremony area as attractive as possible with plants, seating, etc. The placement of the staging is also important and should not be situated in a windy, exposed spot, near toilets or in a dimly lit area.

- **Seating arrangements**

Organise seating arrangements for the Official Party and others well in advance. 'Reserved' signs or names on chairs are always helpful.

- **Catering**

Catering will depend on the type of post-ceremony function held. Consider whether coffee, tea and biscuits or a 'full' morning or afternoon tea or lunch is appropriate. Nominate a body of people to organise the catering. The Parents and Friends Association often take this on as an appropriate activity. Ensure that there are enough people to help prepare the food, serve and clean up afterwards. Also ensure equipment is adequate.

- **Crucifixes**

The Archbishop/Bishop will go to each room for the blessing and placing of crucifixes. Ensure that sufficient crucifixes are available and that hangers are placed on walls ready for the Archbishop/Bishop to hang them. A ladder may also be necessary if the crucifixes are to be positioned at a height.

- **Parking**

Plan the parking of cars for officials and other guests. Parents should be informed well in advance where they should park on the day. Guest parking bays should be marked clearly.

- **Cleaning**

A busy-bee organised prior to the opening will help to ensure the school is thoroughly clean, internally and externally.

- **Media coverage**

It is the usual practice for the Communications Consultant at the Catholic Education Office to arrange press releases for school openings. However, schools are invited to make contact with the Communications Consultant at the Catholic Education Office to discuss media coverage.

- **Briefing**

It is wise to keep in contact with the Communications Consultant at the Catholic Education Office to ensure that all background details about the school and the opening are passed on. This information is always helpful when preparing briefing notes for the Executive Director, Catholic Education Western Australia or the Archbishop/Bishop of the Diocese.

- **After the ceremony**

The official party should be escorted to the refreshment area. Encourage Board members to mix with the Official Party and invited guests.

CHECKLIST

Committee formed to plan the opening.	<input type="checkbox"/>
Date and time of opening to be considered – does an alternative venue need to be considered in case of wet or very hot weather?	<input type="checkbox"/>
If Australian Government funding involved, phone call to Resources Team at Catholic Education Office two to three months prior to proposed opening to check Parliamentary Sitting dates.	<input type="checkbox"/>
Letter of invitation proposing three dates and times to The Australian Government Minister for Education and Training. (Appendix A)	<input type="checkbox"/>
Confirmed date and time received from <i>Schoolopenings</i> .	<input type="checkbox"/>
School to contact Resources Team and to advise confirmed date and time.	<input type="checkbox"/>
Resources Team advises school of Church and CEWA representatives.	<input type="checkbox"/>
<p>Guest list drawn up – invitations printed and sent. Check to see whether the following should be invited:</p> <ul style="list-style-type: none"> • Neighbouring Parish Priests • State Minister for Education; Aboriginal Affairs; Electoral Affairs • Local Government • Catholic Education Commission of Western Australia – Chair • Congregation Leader of Religious Order (if relevant) • Board members/Parish Council members • Parents and Friends' Association members • Architect • Builder • Member(s) of the Resources Team • All parents of children at the school • Principals of surrounding schools (as appropriate) • State school Principals in surrounding schools (as appropriate) • Past Principals 	<input type="checkbox"/>
Speakers nominated – Master of Ceremonies, Address of Thanks, etc.	<input type="checkbox"/>
Notice of school opening published via newsletter.	<input type="checkbox"/>
Briefing of Executive Director, Catholic Education Western Australia, Government representatives, Master of Ceremonies and other speakers.	<input type="checkbox"/>
Group of staff or students appointed to look after Official Party and invited guests.	<input type="checkbox"/>
Drinks organised for arrival of Official Party.	<input type="checkbox"/>
Rehearsal of ushering guests from car park to seating area.	<input type="checkbox"/>
Program of opening finalised and printed.	<input type="checkbox"/>

Engravers contacted with details of plaque – is a plaque stand necessary?	<input type="checkbox"/>
Hiring of extra equipment organised – consider the following: <ul style="list-style-type: none"> • Chairs • Microphones (test in advance) • Staging • Marquee • Plants • Tables, trestles • Urns • Crockery • Cutlery • Plaque stand 	<input type="checkbox"/>
Hangers put in walls ready for placing of crucifixes. Is a ladder necessary?	<input type="checkbox"/>
Busy-bee organised to clean and tidy school.	<input type="checkbox"/>
Communications Consultant at Catholic Education WA contacted to discuss background details and media coverage.	<input type="checkbox"/>
Parking organised – Official Party, guests and others.	<input type="checkbox"/>
Catering organised. Are there enough people to help serve the food and clean up afterwards? Is there enough equipment?	<input type="checkbox"/>
Seating arrangements finalised – seats named – enough chairs?	<input type="checkbox"/>

TIMELINE

You will require at least three months to prepare.

Three Month Checklist

- ✓ Committee formed.
- ✓ Three Dates and times of opening proposed.
- ✓ Resources Team contacted to check that proposed dates are not Parliamentary Sitting days (only applicable to projects with Australian Government funding).
- ✓ Send letter of invitation to the Australian Government Minister of Education and Training proposing three dates and times.
- ✓ Confirmation of date and time received from *Schoolopenings*.
- ✓ Contact Resources Team to advise of confirmed date and time.
- ✓ Resources Team to advise of Church and CEWA representatives.

Two Month Checklist

- ✓ Speakers nominated.
- ✓ Guest list drawn up.
- ✓ Invitations printed and sent.
- ✓ Organise draft plaque wording and e-mail to Resources Team.

1 Month Checklist

- ✓ Notice of School Opening published via newsletter.
- ✓ Briefing of Executive Director, Catholic Education Western Australia, Government Representatives, Master of Ceremonies and other speakers.
- ✓ Group of staff or students appointed to look after Official Party and invited guests.
- ✓ Engravers contacted with details of plaque.
- ✓ Busy-bee organised to clean and tidy school.
- ✓ Catering organised.
- ✓ Hiring of equipment organised.
- ✓ Crucifixes organised.

2 Week Checklist

- ✓ Program of opening finalised and printed.
- ✓ Hiring of extra equipment organised.
- ✓ Hangers put in walls ready for placing of crucifixes.
- ✓ Communications Consultant from Catholic Education WA contacted to discuss background details and media coverage.
- ✓ Parking organised – Official Party, guests and others.
- ✓ Seating arrangements finalised – seats named.

1 Day Before Checklist

- ✓ Cool drinks organised for arrival of Official Party.
- ✓ Dress rehearsal.

APPENDIX A

LETTER OF INVITATION TO MINISTER

Senator the Hon Simon Birmingham
Minister for Education and Training
PO Box 6100
Senate
Parliament House
CANBERRA ACT 2600

<Date>

Dear Senator Birmingham

On behalf of the <school name> community, I wish to invite you to participate in the official opening of the completed <Stage> building project at <school name>.

We propose the following three dates and times in order of preference.

1. _____
2. _____
3. _____

It would be appreciated if your availability to attend the opening could be confirmed, or a representative nominated to attend.

Yours sincerely

<insert name>
Principal

APPENDIX B

FORMAL INVITATION

<insert school name>

The Principal and School/College Board are pleased to invite

<Insert Name>

to the

Blessing and Official Opening of <insert Name of facilities or Stage <insert number>
building project>

by the

<Name of Archbishop/Bishop>
Archbishop/Bishop of <Diocese>

and

Australian Government Minister or representative
or
The Executive Director, Catholic Education Western Australia

on

<Insert Date>

at <Insert Time>

The ceremony will take place in the <Location>.

Morning/afternoon tea will follow.

RVSP <Insert Date> to <Insert Name> on
<Insert Telephone Number>

<Insert Address>

APPENDIX C

PLAQUE

Sample plaque if project was entirely, principally or partially funded by the Australian Government.

SCHOOL NAME	
This plaque commemorates the Official Opening of the	
<Project Description>	
by	
<Name>	
and blessed by	
on	
<Date>	
This project was jointly/entirely/principally/partly funded by the Australian Government.	
<Insert other funding if relevant>	
Architect: (Optional)	Builder: (Optional)

Please note:

The areas that have been highlighted in blue should be completed with the appropriate information.

Examples of School Opening Programs are available upon request from the Resources Team or the Communications Consultant at the Catholic Education Office of Western Australia.

TRADE TRAINING/TRADES SKILLS CENTRES SCHOOL OPENING CEREMONY SUPPLEMENT

TRADE TRAINING/TRADES SKILLS CENTRES RECOGNITION

All schools receiving funding under the Trade Training Centres in Schools Program (TCC) are required to recognise and acknowledge the Australian Government's contribution. This requirement is part of the funding arrangements of the program.

REQUIREMENTS

For all major capital works projects, there **must** be a recognition ceremony **and** a plaque erected acknowledging the financial assistance provided by the Australian Government.

Schools may also acknowledge the financial assistance provided by the Australian Government in the following ways:

- School publicity, including website announcements (where available); and/or
- Signage.

Equipment and/or Minor Upgrade of Facilities (including Minor Capital Works) Projects less than \$1,000,000

For funding grants less than \$1,000,000, schools are **not required** to hold an opening ceremony. However, all schools are required to acknowledge the financial assistance provided by the Australian Government. This acknowledgement **must** include both of the following:

- Erect or affix a plaque; and
- School publicity, including website announcements (where available).

PLAQUES

The size of the plaque should be commensurate with the size of the project/structure to which it is to be affixed. Where a plaque cannot be attached to a project because of the nature of the project (i.e. equipment), then a plaque must be placed in an appropriate location in the school, such as the front foyer or administration area.

PUBLICITY

Schools must refer to the Trade Training Centres in Schools Program by name in publications such as newsletters and articles in local media. Where a school website is available, schools must acknowledge the Australian Government's assistance through an announcement on the homepage.

Copies of all publicity should be forwarded to the Trade Training Centres Taskforce via the Catholic Education Office of Western Australia.

SIGNAGE

For all new building projects, the Trade Training Centre name approved in the funding agreement should be prominently displayed on any building.

MEDIA ANNOUNCEMENT/PRESS RELEASE

Media announcements and press releases are not a requirement for recognition under the program. However, where schools choose to announce their projects through the media, they must consult with the Trade Training Centres Taskforce via the Catholic Education Office prior to the release of any statement.

OFFICIAL CEREMONY

The official opening or ceremony must be held within six months of the completion of the project. An official ceremony may be held prior to the completion of the project, for example, to mark the delivery of a large piece of equipment or commencement of training.

Multiple ceremonies

Schools may elect to hold a ceremony prior to completion of their project, for example to highlight the progress of their project (particularly where the project consists of multiple sites). Schools electing to hold a ceremony prior to completion of their project will be deemed to have met the recognition requirements. Where there are multiple projects/sites, schools can choose to have more than one official opening or ceremony. However, recognition funding can only be used once per project and any additional ceremonies will be at the cost of the school.

Exemptions

Schools that elect not to undertake a recognition ceremony must seek formal exemption in writing from the Minister via the Catholic Education Office.

Where exemption is granted, schools will still be required to erect a plaque acknowledging the financial assistance provided by the Australian Government.

PROCESS FOR CEREMONY REQUIREMENTS

- For capital works over \$1,000,000, the Minister (or their representative) must be invited to speak and given the opportunity to officially open the facilities;
- The Minister (or their representative) must be given a minimum of 12 weeks' notice;
- Propose three dates that do not coincide with Parliamentary sitting days to allow the Minister (or their representative) to attend;
- Once confirmed that the Minister (or their representative) will attend an opening or ceremony, the arrangement cannot be changed without the agreement of the Commonwealth; and
- Schools can invite any Member of Parliament, Federal or State, as a guest to an opening ceremony. Invited guests may speak at the ceremony if invited to do so by the schools, but cannot officiate at the ceremony.

REGISTRATION

- The school will be contacted by the Trade Training Centre Taskforce at the completion of the building project with a request for information on opening ceremony details.
- The school is required to ascertain the Archbishop/Bishop availability and the availability of the Executive Director, Catholic Education Western Australia when proposing dates.
- The school needs to copy Grethel Fonceca from the Resources Team in their response to the Trade Training Centre's request for information (fonceca.grethel@ceo.wa.edu.au).

Please note:

The school is required to copy Grethel Fonceca from the Resources Team into their emails when contacting the Trade Training Centre Taskforce with the following:

- Plaque wording approval;
- Media releases; and
- When providing evidence of plaques and advertising to the Trade Training Centre where there is no opening ceremony required, for example, funding less than \$1,000,000.

The process for organising the Trade Training Centre ceremony can be obtained from the Recognition Requirements Booklet

Schools are encouraged to contact Grethel Fonceca from the Resources Team on 6380 5272 or via email at fonceca.grethel@ceo.wa.edu.au to begin the school opening ceremony process.