

**SCHOOL ASSEMBLY PROGRAMS**

**Application**

This application must be completed by a building principal and reviewed by the Board of Education or the Superintendent of Schools before entering into a contract with an external organization or individual. Please consult Policy INE, School Assembly Programs, for a list of the provisions that should be included in the contract.

**Date of Application:** \_\_\_\_\_

**Date of Assembly or Performance:** \_\_\_\_\_

**Describe the educational, cultural and/or entertainment value of the proposed assembly activity, including the amount of time the assembly or performance will take from the instructional day:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe an alternative plan, including supervision, for students opting out of the assembly or program:**  
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\_\_\_\_\_  
\_\_\_\_\_

**Provide on a separate sheet a summary of the reference checks that must include, if possible, school districts of similar size and in the same geographic area as Northfield. Please indicate who conducted the reference check. The reference checks should include two of the following: Principal, Activities Director, Assistant Principal or Teacher.**

**Which staff, students and/or community members were involved in planning the assembly program?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the alternative plan for students should the performance be halted due to breach of contract by the presenters or performers. (The requesting administrator must be in attendance at the assembly and he/she shall be responsible for halting the performance or presentation if its content is not consistent with the agreed upon provisions of the contract. If the requesting administrator cannot be present, he/she must designate responsibility to another administrator with instructions to carry out this provision if necessary.)**  
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