

PERFORMANCE/SPEAKER APPROVAL PROCEDURE

Prior to students attending a performance outside of the Troy School District or any person from outside of the Troy School District speaking to students in an assembly type setting, the following information must be compiled. The form must then be sent to either the Assistant Superintendent of Elementary Instruction or the Assistant Superintendent of Secondary Instruction for approval before any contact is finalized or money expended.

School Building _____

Performance/Speaker _____

Topic of Presentation _____

Date _____ Time _____ Location _____

Purpose of Assembly _____

Audience _____

Cost _____ Sponsoring Group _____

YES **NO** Has the performance/speaker been observed by District staff? If yes, by whom and where?

Is the speaker a public figure? _____

Is there any reason to believe this performance/speaker may be controversial? If yes, why?

Has the speaker been in the District before? _____

Has the speaker presented in other districts? _____
If yes, where? _____

Have references been checked? If yes, by whom? _____

APPROVAL

Director of Fine Arts *(Required for outside of District performances only)* _____

Building Principal _____ Date _____

Assistant Superintendent
Elementary Instruction or
Secondary Instruction _____ Date _____