CLAYTON COUNTY PUBLIC SCHOOLS

Processes for Requesting Communication Services Event Coverage

To submit an event to the Master Signature Events Calendar for coverage, all internal users (district employees) should complete the Master Calendar Signature Event Request form using the links below. Please provide event details, including dates, times, and locations. The Communications team will review submissions to assess staff availability for coverage of events identified as signature events (e.g., those hosted by the Superintendent/CEO of Schools, Board of Education members, or involving key partnerships and dignitaries).

Please ensure all forms are fully completed and submitted at least two (2) weeks before the event date. Requests outside the standard submission window will be reviewed based on event details and the time of submission. Once submitted, a Communications team member will review and either approve or deny the request, notifying the requester of the decision. If approved, a team member or Ms. Bianca Durham, Administrative Assistant, will inform the requester of coverage availability or suggest using the school or department Brand Ambassador or other staff for event coverage. For further questions about coverage requests or status updates, please contact Ms. Durham directly at bianca.durham@clayton.k12.ga.us or ccpscommunications@clayton.k12.ga.us.

Please note: Effective January 2025, the deadline for event coverage submissions will be the 15th of each month, and subject to approval or denial based on the type of request and resources available.

All services are subject to the availability of personnel and resources and are provided upon request. Streamlining this process helps maintain efficiency, ensures consistency, balances staff coverage and schedules, and enhances communication across departments.

CLAYTON COUNTY
PUBLIC SCHOOLS

Master Calendar Signature Event Coverage Request	
July 2025 - July Calendar Submission Link	January 2026 - Jan Calendar Submission Link
August 2025 - Aug Calendar Submission Link	February 2026 - Feb Calendar Submission Link
September 2025 - Sept Calendar Submission Link	March 2026 - Mar Calendar Submission Link
October 2025 - Oct Calendar Submission Link	April 2026 - Apr Calendar Submission Link
November 2025 - Nov Calendar Submission Link	May 2026 - May Calendar Submission Link
December 2025 - Dec Calendar Submission Link	June 2026 - June Calendar Submission Link