



EVENT LAUNCH FORM

(Must be submitted to Development office 1 week prior to any launch date)

Date(s) of actual event /fundraiser/camp _____

What is the event _____

Date of launch _____

Date of deadline/launch is over _____

Please Note:

- Email the order form / info to ceanna.bergeron@brookhavenacademy.org (not a photocopy or text of photo or order form).
- If your event affects the **Elementary**, a Tuesday launch date is preferred.

Please check all that applies:

Event Approval

- ☐ I have received approval for the event/fundraiser date.

Forms & Materials

- ☐ Create an online form in addition to the paper form (*anyone can submit information online*).
- ☐ I want the form to go home in elementary folders. (*Forms must be at the Elementary office by Monday at 10:00 a.m. the day before distribution. Date must be approved by the elementary office.*)
- ☐ I need copies of the forms at the elementary office.
- ☐ I need copies of the forms at the high school office.

Promotion

- ☐ Design a graphic.
- ☐ Put the information/form on the website.
- ☐ Put the information/form on the social media schedule.
- ☐ Put the information on the front TV.
- ☐ Post the graphic in GroupMe for grade-level groups to repost.
- ☐ Create a QR code for the registration form and/or online form.

Reminder Alerts

- ☐ I need a reminder email sent the day before the deadline. (*Approval required.*)
- ☐ I need a text blast sent the day before the deadline. (*Approval required.*)