



Florist Requirements
For Valentine's Day

Balloons or glass containers will not be allowed on any bus.

David Crockett

- All deliveries to DCES must be between 9:30 am -- 2:00 pm.
- All deliveries will be delivered through the main entrance.
- Student name, teacher name, and grade level on card.
- Delivery personnel will take arrangements to Room #126.
- Glass containers or balloons **will not be allowed** on the bus.

Coffman Middle School

- Delivery between 9:00 and 2:00
- Check in at office and then deliver to library
- Items delivered to students at 2:30
- Student Name on Card
- Glass containers or balloons will not be allowed on the bus

Ethridge

- Delivery between 9:00 and 1:30
- Student Name, Teacher Name/Grade level on Card
- Deliver to the office
- Items will be delivered to students rooms by 2:30
- **No glass containers or balloons will be allowed on the bus.**
- Strings on balloons must be at 18" or shorter.

Ingram Sowell

- Deliveries may be made to the front office between 9:00 and 2:00
- Student Name, Teacher Name and/or Grade Level must be securely attached to delivery
- Items will be delivered to students at by 2:30
- Glass containers and balloons are not allowed on Lawrence County buses

Lawrenceburg Public School

- All deliveries must be made between 9:00 am and 1:00 pm.
- All deliveries will be brought to the office by way of the main entrance.
- All deliveries must be clearly labeled with the student's name, grade level, and homeroom teacher.
- The label should be attached securely to the item.
- Glass containers or balloons **will not be allowed for students that are transported by bus.**
- All items will be delivered by school personnel to students at 2:00.
- Person making deliveries should complete the delivery log showing student names and a description of what was delivered for them.

Leoma

- All deliveries should be taken to the front office.
- Deliveries should be made between 9:00 A.M. and 1:00 P.M.
- Classroom deliveries will be made by school personnel.
- No glass containers or balloons will be allowed on the bus.
- Please label each item with the child's first and last name as well as their grade level and/or teacher's name.

New Prospect

- Delivery Time: 8:30-12:30
- Place: All deliveries should be taken to the front office.
- In order to avoid interrupting instructional time, items will be presented to the students between 12:30-1:30, or as they leave the cafeteria from lunch.

South Lawrence

The outline for florist deliveries are as followed:

- **Delivery times:** 8:30 - 1:30 PM
- All deliveries must be delivered through the main entrance.
- Student's name and grade level on card.
- **Time of distribution:** 1:30 - 2:30 PM
- Glass containers or balloons will not be allowed on the bus.

Summertown Elementary

- All deliveries must be made before 1:15 p.m.
- All deliveries must be delivered through the main entrance.
- Student's name and grade level on card.
- Delivery vehicles should park in a parking spot, not in the fire lane.

Lawrence County High School

- LCHS will not have staff available to assist with distribution of flowers or gifts or to assist in any other manner.
- All items will be distributed between 2:00 and 3:00 PM on said date. Florist may stay after school hours to distribute to students who remain.
- I would like to hear from each business delivering to LCHS what they are willing to do toward fundraising.
- Florists may begin arriving on campus at 1:30 PM or after, but should be on campus and prepared to distribute flowers no later than 2:00 PM.
- Each business is to provide an alphabetized list of recipients with last name, middle name, and first name as well as grade level to the office upon arrival at LCHS.
- The above stipulation must include information regarding the student's means of transportation in the afternoon-i.e., bus rider, driver or picked up by parent/guardian. Bus riders will be given first priority due to the time and route schedule.
- A photo copy of the driver's license of those who will have direct contact with our students on said date at least 48 hours in advance of arriving on campus. Completion of the Raptor system before interacting with LCHS students.
- Names provided by Florist of those who will be distributing items and interacting with LCHS students 24 hours in advance of the event.
- Clearly state to customers that LCHS is not responsible for any gifts delivered or failed to be delivered on said date. LCHS is only providing a facility for local businesses to distribute gifts and flowers.

Loretto High School

- Florists may deliver Valentine items to the school between the hours of 10:00 AM and 2:30 PM on February 12, 2016.
- Tables will be provided in the main lobby of the school to receive these deliveries. The tables will be identified for alphabetic placement of deliveries (a table for last names A-F, etc.).
- A log for deliveries will be provided. The delivery person will identify the student by first and last name and grade (since we have several students with the same or similar names) and give a brief description of the item delivered so there will be no confusion regarding what has been delivered for whom.
- The principal will provide volunteers and/or school personnel for distribution of delivered items. If the number of delivered items warrants, the principal will contact some or all florists delivering to Loretto High School and request additional assistance in making the deliveries in a timely manner.

Summertown High School

- All deliveries should be made between 10:00 am - 2:00 pm
- All deliveries should be made to main office.
- All items should be clearly marked:
- Student's Name
- Grade
- Last period teacher
- Please include a master list of names for each delivery.
- Please communicate to your customers that Summertown High School personnel cannot be responsible for items not delivered to recipients. This is a service we provide, free of charge, for the convenience of the community.
- We encourage all your consumers to check with the recipient to make sure they will be at school on the delivery date and will not be leaving early.