

# Presentation Evening Overview

## Secondary Presentation Evening – Standard Operating Procedure (SOP)

**Document Owner:** Head of Secondary / Student Services Coordinator

**Review Cycle:** Annual – Review following each Presentation Evening

**Last Reviewed:** [3/11/2025]

**Next Review Due:** [3/11/2026]

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### 1. Purpose

To ensure a consistent and efficient process for the organisation and delivery of the Secondary Presentation Evening.

This procedure outlines the key tasks, responsibilities, and timeframes required to plan, coordinate, and execute the event each year.

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### 2. Scope

This SOP applies to all staff involved in the planning and delivery of the Secondary Presentation Evening, including:

- Head of Secondary
  - Student Services
  - Year Level Coordinators (YLCs)
  - Heads of Department (Sport, Lighthouse Arts, Teaching & Learning)
  - Administration staff
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# 3. Responsibilities

Role	Responsibility
<b>Head of Secondary</b>	Oversight of event, approval of award allocations, script creation, run sheet
<b>Student Services Coordinator</b>	Coordination of logistics, communication, invitation of VIPs data collection, certificates, and folders
<b>YLCs</b>	Presenter confirmation, rehearsal support, and assisting with student communication
<b>Heads of Department</b>	Submission of academic, sporting, cultural, and service award data by designated deadlines

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Revision #3

Created 3 November 2025 01:20:58 by Guest

Updated 3 November 2025 01:24:17 by Guest