



2019

Groundbreakings and Dedications

A Tool Kit for Ohio School Districts

Updated November 2019



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Table of Contents

Introduction

From the Director	1
About the Commission	2

Groundbreakings

Timeline and Task List	3
Groundbreaking Ceremonies	4
- Contacting State Officials	5
- Sample Letter to State and Local Officials	6
- Sample Invitation	7
Event Logistics	8
- Sample Agenda	10
Inviting the Media	11
- Sample Media Advisory	11
- Sample News Release	12

Dedications

Timeline and Task List	13
Dedication Ceremonies	14
- Contacting State Officials	15
- Sample Letter to State and Local Officials	16
- Sample Invitation	17
Event Logistics	18
- Sample Agenda	19
Inviting the Media	20
- Sample Media Advisory	20
- Sample News Release	21

OFCC Contact Information	22
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MEMORANDUM

TO: School District Superintendents and Board Members across Ohio

FROM: Cheryl J. Lyman, Executive Director

SUBJECT: Groundbreakings and Dedications - A Tool Kit for Our Partners

The Ohio Facilities Construction Commission (OFCC) is proud to be a partner in construction of new educational facilities across the state. The construction and celebration of a new school is an important milestone in the history of a school district and its community.

While every construction project is unique to the individual school and school district, there are some common ways to ensure your celebrations are successful and memorable. This tool kit has been developed to help you plan and implement school groundbreakings and dedications for the best possible outcome. It includes guidance and helpful tips for:

- Creating a guest list
- Enlisting the participation of the governor's office or other state offices
- Ensuring public participation
- Planning your event's agenda and program
- Working with the media

We hope this tool kit will be helpful to you as you plan your next event. We also welcome the opportunity to share in the excitement with your students, teachers, administrators, and community members. OFCC staff makes every effort to attend these events, as we know of no better metric of success than seeing the smiling faces of students and their families when they see the new facility.

If you have more questions about scheduling groundbreaking or dedication ceremonies, please feel free to contact us at 614-466-6290.

About the Ohio Facilities Construction Commission

The Ohio Facilities Construction Commission (OFCC) is responsible for guiding capital projects for state agencies, state-supported universities and community colleges, including Ohio's comprehensive public K-12 school construction and renovation program, and managing the grants process for cultural facilities and school security programs.

The Commission sets uniform rules, procedures, and standardized documents for state capital projects and is responsible for construction delivery methods, construction documents, and process and procedures.

Groundbreaking Timeline and Task List

When	What	Responsible	Status
90 days before event	Determine possible dates based on construction schedule, school calendar and availability of project partners		
80 days prior	Finalize date and time		
60 days prior	Develop guest list		
	Contact vendors to reserve rental of tent, chairs, outdoor carpet, sound equipment, etc.		
	Order shovels		
	Develop media list for advisory		
	Develop community invitations		
	Develop and send letters of invitation to state and local officials		
	Notify OFCC		
45 days prior	Arrange for color project renderings and display easels		
14 days prior	Send invitations to community groups		
	Finalize speakers and other participants		
	Draft and finalize news release and advisory		
	Draft and finalize script/agenda based on dignitaries in attendance		
	Develop fact sheet		
7 days prior	Send media advisory fax/e-mail with fact sheet attached		
Two days prior	Follow up calls to stations/papers		
	Arrange TV interviews		
Day of	Hold event		
Immediately after (day after, if event late in day)	Send news release and building rendering to media not in attendance		
	Send thank you notes to dignitaries, participants and other significant attendees		

Considerations for Invitations

Groundbreaking Ceremonies

Planning your groundbreaking ceremony should include consideration for those whom you plan to invite.

The calendars for public officials are often set weeks or months in advance, so the earlier you contact your potential guests, the more chance there will be for their participation. Additionally, the more you can highlight aspects of the project that relate to their public mission, the more interest they will have in attending.

Potential Invitees

Project partners:

- Ohio Facilities Construction Commission: Executive Director, Project Manager, and/or Planning Manager
- Construction managers
- Architect
- School board
- Superintendent
- Building users: teachers, non-teaching staff, students, and parents
- Sponsors of after-school or community programs

State and local officials:

- Governor
- Local State Representative and Senator
- Mayor or city council president
- County commissioners
- Township trustees

Community members:

- Neighborhood association president
- Parent-teacher organization
- Police or sheriff's department
- Local benefactors, such as businesses who sponsor or support programs for kids
- Children's agencies that are active in the school district
- News media

Contacting State Officials

It is appropriate to invite the Governor or another ranking state official, the Ohio Facilities Construction Commission (OFCC), and local members of the Ohio General Assembly to your groundbreaking. While state officials generally appreciate an invitation, they have complicated schedules and must choose from a number of competing events that may be occurring at the same time. Following a few simple guidelines will improve your chances that one or more of them will attend your celebration. For example:

- Provide at least 60 days notice to the Governor's Office, OFCC or other state department
- Provide a cover letter that explains the significance of the project and its value to the State of Ohio
- Include any facts that make your project historic or unique
- Include the names of other key invitees
- Keep the letter to one page
- With the letter, include a draft agenda that indicates the role the invitee would play in the event
- Include a formal invitation that notes the name of the event, its time, date and place

Nearly all state officials have publicly posted contact information on the Internet. While they may provide a method for contacting them using email, a formal invitation for your groundbreaking ceremony *should be made in a letter sent by U.S. mail.*

Governor

The Honorable Mike DeWine
30th Floor
77 South High Street
Columbus, Ohio 43215
614-466-3555
<https://governor.ohio.gov/wps/portal/gov/governor/administration/governor/>

Lt. Governor

The Honorable Jon Husted
30th Floor
77 South High Street
Columbus, Ohio 43215
614 466-3396
<https://governor.ohio.gov/wps/portal/gov/governor/administration/lt-governor/>

Ohio Facilities Construction Commission

Cheryl J. Lyman, Executive Director
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Ohio House of Representatives

<http://www.ohiohouse.gov>

Ohio Senate

<http://ohiosenate.gov>

Sample Letter to State and Local Officials

Groundbreaking Ceremonies

[Date]

The Honorable []
[Address]

Dear [],

(Introduction, date and other key facts)

On April 15, the Chrisney Consolidated School District will break ground on a new high school that, when complete, will provide a modern learning environment for 1,200 students in grades nine through 12. I am writing to invite you to this exciting celebration.

(Significance of school building, key facts about construction planning/process)

This new school will be named Henry Sullivant High School after the first teacher in Spring Township in the early 1800s. Sullivant High will be our community's first new high school in more than 30 years, and was planned and designed with parent, student, teacher and community involvement over an 18-month period. When it opens for classes in August 2008, it will offer a number of new technology-related courses that will benefit our students as they enter the Ohio workforce in the coming years.

(Request for attendance and remarks)

We would be honored if you would be our guest at the groundbreaking [if appropriate: and perhaps say a few words to attendees about the value of secondary school programs to Ohio's/our community's economy and workforce]. We have also invited State Rep. [name] and Sen. [name]; Chrisney's mayor and city council; some of our student leaders and a number of supportive businesses and community organizations.

(Enclosures and closing)

I have enclosed a tentative agenda for the event, indicating where you would appear on the program if you are able to participate. I have also enclosed a formal invitation with the time and location. If you or a member of your staff should have any questions, I would be glad to answer them.

Sincerely,

Sample Groundbreaking Invitations

HENRY SULLIVANT HIGH SCHOOL GROUNDBREAKING

Welcoming Remarks - Superintendent Carey

Introduction of Special Guests - Senior Class President

Special Remarks - State Representative Pearson

High School Band Performance

Student Groundbreaking

Special Guests Groundbreaking



Event Logistics: Groundbreakings

The following are some things to think about as you plan your groundbreaking.

Dealing with the Elements and Initial Considerations

Because groundbreakings are scheduled around the construction calendar, flexibility is not always possible when setting a date. Weather is always a factor with groundbreakings, especially during cold weather. It's important that guests have protection from the elements if weather turns wet or windy.

Some things to include in your planning are:

- A tent or awning large enough for guests to stand under should weather turn bad
- Some kind of ground covering, such as outdoor carpet, to both soften the ground and protect guests from muddy conditions
- Number of guests – Because you will need to provide protection from rain or snow, make sure you have invited no more participants than can be accommodated under a tent or awning.
- A “Plan B” – Be prepared to move indoors if worse comes to worst. Because a groundbreaking is a purely symbolic event, it can be held anywhere – even in a nearby building where a sandbox can substitute for the real thing.
- U.S. and Ohio flags should flank the podium where speakers will talk or the groundbreaking area, with the U.S. flag on the left (as the audience is looking at the podium) and the Ohio flag on the right.

Type and Length of Program

Groundbreakings are the symbolic start of construction. As such, there is not much to see. The success of groundbreakings are measured by how well guests are able to visualize the future building and its importance to children and the community.

The superintendent should preside over both groundbreakings and dedications, though it is also appropriate for the school board president, the construction manager, an OFCC representative and others to participate. Visiting dignitaries, such as the governor, should also be offered the opportunity to speak. However, because of the weather factor, groundbreakings should be kept simple and brief, no more than a half-hour in length. Limit speakers to two or three minutes each, if possible, with no more than five for the main speaker.

Content of Remarks and Program

Comments should focus on the significance of the project. Plan to include the following:

- Cost and timetable for construction
- How many children will be served
- New educational capabilities that were not possible before
- Interesting details about the new school, such as how many bricks it will take, how many gallons of paint, how many construction jobs it will support, etc.
- Student entertainment or remarks – may include the pledge of allegiance led by an elementary student, participation in the actual “dig” by a student leader, or a musical number performed by a student group

You will also need shovels and hard hats for each of the dignitaries participating in the official groundbreaking. Hard hats can be purchased from local hardware stores, or check with the construction manager (who oftentimes will provide these items on loan to the school) to get the name and contact information of a company from

Event Logistics: Groundbreakings (cont'd)

which to purchase hats. You can purchase regular shovels at the local hardware or home improvement store and decorate them by painting the handles or tying bows at the base of the handle (top of the blade) with ribbons.

You will also need to designate someone to line up the dignitaries, pass out hard hats and shovels and take photographs. The superintendent, board president or student leader should lead the dig once all dignitaries are lined up by saying “one...two...three...dig.” At that time, all dignitaries place their shovels into the dirt and dig at the same time.

Be sure to include color renderings that are large enough for a TV camera to get a good shot of it. Plan to distribute smaller renderings to print reporters and guests, along with a fact sheet listing key elements of the project.

Sample Groundbreaking Agenda

HENRY SULLIVANT HIGH SCHOOL GROUNDBREAKING

Welcoming Remarks - Superintendent Carey

Introduction of Special Guests - Senior Class President

Special Remarks - State Representative Pearson

High School Band Performance

Student Groundbreaking

Special Guests Groundbreaking



Inviting the Media

If your building project is important enough to hold groundbreaking ceremonies, you should consider inviting the local media. However, an invitation is not a guarantee that reporters will attend. Competing news of the day, staffing issues, time of your event and other factors all will influence news coverage.

Identifying the News

Because groundbreakings are symbolic, and because no building yet exists, the media do not always consider groundbreakings to be news. That's why it is important to spell out the significance of the project and to provide a "news hook" that the media believes will be of interest to their viewers and readers.

When inviting media, be sure to emphasize the significance of the project itself: the "firsts" it represents, the new capabilities it will provide, and the benefits to the community.

While the most important thing is the project itself, an interesting groundbreaking or dedication program – especially one with a strong visual component – will improve your chances of media coverage. For example, some kind of student or community group participation activity, like a musical performance, is more interesting than a speaker at a microphone.

Because no building yet exists when groundbreaking ceremonies are held, be sure to provide large color renderings of the building that TV cameras can focus in on. Distribute to print reporters smaller renderings of high enough quality to be reproducible.

To communicate with the media efficiently and succinctly, two tools are essential: the media advisory and the news release.

A media advisory is a one-page invitation to reporters. It contains the "who, what, where and when" information about the ceremony you are planning. The media generally do not need as much lead time as state and local officials who are asked to participate. But you should be mindful of their deadlines and make sure they have a day or two of warning.

The advisory is intended to entice the media to cover the ceremony as news. A sample media advisory follows.

Media Advisory

Henry Sullivant High School Groundbreaking

Who: State Representative Peterson, Chrisney Consolidated School Officials

What: Groundbreaking for the new 9-12 high school

Where: 654 Travelers Way, Chrisney, OH 43219

When: Thursday, April 15, at 12:00 p.m.

Media inquiries can be sent to [email addresses].

Inviting the Media (cont'd)

When preparing the media advisory, it is especially important to designate a key contact for media interested in attending the groundbreaking. Also, your advisory should specify who can they contact for interviews if they are unable to attend.

The news release contains the central announcement of the event. It is distributed the day of the event to attending media, and it is also distributed to those media who were unable to attend the event. The release should only be distributed at or following your event – never beforehand. News releases should be formatted using double-spaced type.

The news release should lead with the announcement that warranted the ceremony, capture key background information about your project, and provide a contact for additional information. A sample news release format follows.

News Release

April 15, 20XX – On Thursday afternoon, Principal Skip Hewett dug into the ground in front of scores of alumni and former staff members. The occasion marks the first new high school the community has seen in more than 30 years.

“It’s going to be beautiful. These lucky kids better take good care of it,” Hewett said.

This new school will be named Henry Sullivant High School after the first teacher in Spring Township in the early 1800s. Sullivant High was planned and designed with parent, student, teacher and community involvement over an 18-month period. When it opens for classes in August, it will offer a number of new technology-related courses that will benefit our students as they enter the Ohio workforce in the coming years.

According to a spokesman, the building project is the largest undertaken by the community of Chrisney since the building of the previous high school in 1927.

For more information on the project, please contact the district’s media relations manager, [name] at [email address].

Dedication Timeline and Task List

When	What	Responsible	Status
90 days prior	Determine possible dates based on construction schedule, school calendar and availability of project partners		
80 days prior	Finalize date and time		
	Determine and order gifts or takeaways, if any, for participants or attendees (for example, framed photo of new building, commemorative plaque)		
60 days prior	Develop guest list		
	Contact vendors to reserve food, banners, etc.		
	Develop media list for advisory		
	Develop community invitations		
	Develop and send letters of invitation to state and local officials		
	Notify OFCC		
45 days prior	Determine tour details: building features to highlight and who leads		
14 days prior	Send invitations to community groups		
	Finalize speakers and other participants		
	Draft and finalize news release and advisory		
	Draft and finalize script/agenda based on dignitaries in attendance		
	Develop fact sheet		
	Produce building photos for media		
	Take delivery of gifts or takeaways		
7 days prior	Send media advisory fax/e-mail with fact sheet attached		
Two days prior	Follow up calls to stations/papers		
	Arrange TV interviews		
One day prior	Set up for event		
Day of	Receive food deliveries		
	Hold event		
Immediately after (day after, if event late in day)	Send news release and building rendering to media not in attendance		
	Send thank you notes to dignitaries, participants and other significant attendees		

Considerations for Invitations

Dedication Ceremonies

Planning your building dedication should include consideration for those whom you plan to invite. The calendars for public officials are often set weeks or months in advance, so the earlier you contact your potential guests, the more chance there will be for their participation. Additionally, the more you can highlight aspects of the project that relate to their public mission, the more interest they will have in attending.

Potential Invitees

Project partners:

- Ohio Facilities Construction Commission: Executive Director, Project Managers and/or Planning Manager
- Construction managers
- Architect
- School board
- Superintendent
- Building users: teachers, non-teaching staff, students, and parents
- Sponsors of after-school programs

State and local officials:

- Governor
- Local State Representative and Senator
- Mayor or city council president
- County commissioners
- Township trustees

Community members:

- Neighborhood association president
- Parent-teacher organization
- Police or sheriff's department
- Local benefactors, such as businesses who sponsor or support programs for kids
- Children's agencies that are active in the school district
- News media

Contacting State Officials

It is appropriate to invite the Governor or another ranking state official, the Ohio Facilities Construction Commission (OFCC), and local members of the Ohio General Assembly to your dedication ceremony. While state officials generally appreciate an invitation, they have complicated schedules and must choose from a number of competing events that may be occurring at the same time. Following a few simple guidelines will improve your chances that one or more of them will attend your celebration. For example:

- Provide at least 60 days notice to the Governor's Office, OFCC or other state department
- Provide a cover letter that explains the significance of the project and its value to the state of Ohio
- Include any facts that make your project historic or unique
- Include the names of other key invitees
- Keep the letter to one page
- With the letter, include a draft agenda that indicates the role the invitee would play in the event
- Include a formal invitation that notes the name of the event, its time, date and place

Nearly all state officials have publicly posted contact information on the Internet. While they may provide a method for contacting them using e-mail, a formal invitation for your dedication ceremony should be made in a letter sent by U.S. mail.

Contact information for state officials includes:

Governor

The Honorable Mike DeWine
30th Floor
77 South High Street
Columbus, Ohio 43215
614-466-3555
<https://governor.ohio.gov/wps/portal/gov/governor/administration/governor/>

Lt. Governor

The Honorable Jon Husted
30th Floor
77 South High Street
Columbus, Ohio 43215
614 466-3396
<https://governor.ohio.gov/wps/portal/gov/governor/administration/lt-governor/>

Ohio Facilities Construction Commission

Cheryl J. Lyman, Executive Director
Ohio Facilities Construction Commission
30 West Spring Street, 4th floor
Columbus, OH 43215
614-466-6290
<http://ofcc.ohio.gov>

Ohio House of Representatives

<http://www.ohiohouse.gov>

Ohio Senate

<http://ohiosenate.gov>

Sample Letter to State and Local Officials

Dedication Ceremonies

[Date]

The Honorable []
[Address]

Dear []:

[Introduction, date and other key facts]

On November 7, the Chrisney Consolidated School District will dedicate its new high school that, which will provide a modern learning environment for 1,200 students in grades nine through 12. I am writing to invite you to this exciting celebration.

[Significance of school building, key facts about construction planning/process]

Henry Sullivant High School is named after the first teacher in Spring Township in the early 1800s. Sullivant High is our community's first new high school in more than 30 years, and was planned and designed with parent, student, teacher and community involvement over an 18-month period. It will offer a number of new technology-related courses that will benefit our students as they enter the Ohio workforce in the coming years.

[Request for attendance and remarks]

We would be honored if you would be our guest at the dedication [if appropriate: and perhaps say a few words to attendees about the value of secondary school programs to Ohio's/our community's economy and workforce]. We have also invited State Rep. [name] and Sen. [name]; Chrisney's mayor and city council; some of our student leaders and a number of supportive businesses and community organizations.

[Enclosures and closing]

I have enclosed a tentative agenda for the event, indicating where you would appear on the program if you are able to participate. I have also enclosed a formal invitation with the time and location. If you or a member of your staff should have any questions, I would be glad to answer them.

Sincerely,

[name]
Superintendent
Chrisney Consolidated School District

Sample Dedication Invitation

HENRY SULLIVANT HIGH SCHOOL DEDICATION

Friday, November 7 7:00 pm



Please join us for a community celebration of the opening of the new Henry Sullivan High School

Doors open at 6:30pm. Program begins at 7:00pm.

Tours will begin shortly after the program concludes.

Enjoy refreshments and performances from student groups throughout the evening.

Event Logistics: Dedications

Dedication programs have a big advantage over groundbreaking: you have a great visual – a new building or a completed renovation. You can plan the entire program inside or hold part of it outside.

Numbers of Guests

Let the size of your facility be your guide. Invite as many people as can comfortably sit in a common meeting place and as many as can be accommodated on tours.

Type and Length of Program

The dedication is an opportunity to thank those who have made the building or project possible and to show it off to the wider community. You might begin your dedication on the front steps with a ribbon-cutting or a special flag-raising. You might then move indoors for remarks by the appropriate officials. Comments should acknowledge:

- The new possibilities the building/project represents
- The role of the school board in planning the project
- The architects, construction manager and the State of Ohio
- Community leaders who have supported the project

At a school building dedication – because schools are first and foremost for students who will attend them – the programs should definitely include students. A short musical performance or demonstration of school resources are a good way to get kids involved. Including remarks by a well-poised student leader is also appropriate and a good way to show the community how great your students are.

Tours

Dedications or grand openings are meant to show off the results of the project to those who have eagerly anticipated the advent of the new building or renovation. If possible, the program should include a tour (or if a very large group, more than one tour) to give the public a better idea of what the project provides.

To make the tour more engaging for participants consider the following ideas – or come up with a creative one of your own:

- Have teachers and/or student groups “host” certain areas of the school, giving a short talk to the tour groups about what their assigned area of the school is for and how it will benefit them directly. For example, the basketball team hosts the new gym, student council hosts the new auditorium/ cafeteria, band members and director host the new band room
- Have a scavenger hunt where participants can win inexpensive prizes with the school or mascot logo (mugs, pennants, t-shirts, etc.)
- Giving a commemorative item noting the date and dedication event at the end of the tour to all attendees

Refreshments

It is customary to provide refreshments for guests after the formal part of the program. Depending on the time of day, refreshments may include finger foods, a continental breakfast, cake and cookies or a light lunch.

Sample Dedication Agenda

HENRY SULLIVANT HIGH SCHOOL DEDICATION

Friday, November 7 7:00pm

Opening Remarks - Board President Jones

Pledge of Allegiance - Student Government President

Introduction of Special Guests - Superintendent Carey

Special Remarks - Governor Jill Roble

Creation of Time Capsule - Class Presidents

Ribbon-Cutting

Tours Led by Students



Inviting the Media

If your building project is important enough to hold dedication ceremonies, you should consider inviting the local media. However, an invitation is not a guarantee that reporters will attend. Competing news of the day, staffing issues, time of your event and other factors all will influence news coverage.

Identifying the News

The media are often more likely to cover a building dedication than they are groundbreaking, simply because there is more to see and show. However, you still need to convince reporters that the event is newsworthy. Just as with groundbreakings, it's important to spell out the significance of the project and to provide a "news hook" that the media believes will be of interest to their viewers and readers.

When inviting media, be sure to emphasize the significance of the project itself: the "firsts" it represents, the new capabilities it will provide, and the benefits to the community. Demonstrate those capabilities, including those with a strong visual component. For example, in a school district, have some kind of student participation activity such as a musical performance. Such a demonstration is more interesting than listening to a speaker at a microphone.

Offer reporters a preview of the building the day of the dedication ceremonies – before the rest of the community has had a chance to tour it. All of these things will improve your chances of media coverage.

To communicate with the media efficiently and succinctly, two tools are essential: the media advisory and the news release.

A media advisory is a one-page invitation to reporters. It contains the "who, what, where and when" information about the ceremony you are planning. The media generally do not need as much lead time as state and local officials who are asked to participate. But you should be mindful of their deadlines and make sure they have a day or two of warning.

The advisory is intended to entice the media to cover the ceremony as news. A sample media advisory follows.

Media Advisory Henry Sullivant High School Dedication

Who: Governor Jill Robbie, Chrisney Consolidated School Officials

What: Dedication and ribbon-cutting of the new 9-12 high school

Where: 654 Travelers Way, Chrisney, OH 43219

When: Friday, August 23, at 7:00 p.m.

Media inquiries, interview requests and pre-ceremony tour requests can be sent to [email address].

Inviting the Media (cont'd)

When preparing the media advisory, it is especially important to designate a key contact for media interested in attending the dedication. Also, your advisory should specify whom can they contact for interviews if they are unable to attend.

The news release contains the central announcement of the event. It is distributed the day of the event to attending media, and it is also distributed to those media who were unable to attend the event. The release should only be distributed at or following your event – never beforehand. News releases should be formatted using double spaced type.

The news release should lead with the announcement that warranted the ceremony, capture key background information about your project, and provide a contact for additional information. A sample news release format follows.

NEWS RELEASE Henry Sullivant High School Dedicated

August 23, 20XX - On a brisk Friday night, Governor Robbie, Superintendent Carey and Principal Hewett cut the ribbon on the new Henry Sullivant in front of scores of alumni and former staff members. Then alumni wandered the building, marveling at the amenities and finding artifacts from their high school years.

Back in 2006, Chrisney officials said the former high school building had \$15 million in deferred maintenance. In March 2007, voters passed a \$48 million, no-new-taxes bond issue. Construction began in 2007.

“When you look at the facility, it is because of the community,” said Superintendent Carey said, thanking the 700 community members he said played a role in the building project, from bond issue to design.

The building came in on time and under budget.

For more information on the project, please contact the district’s media relations manager, [name] at [email address].

Contact Information

OFFICE

Main Office: Ohio Facilities Construction Commission
30 West Spring Street, 4th floor
Columbus, Ohio 43215

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