

# GCCHSA GRADUATION

## SUGGESTED

### TIMELINE AND CHECKLIST

#### September

- First Graduation Committee Meeting
  - Week prior to the meeting of the General Board of Trustees
- Open to all 12<sup>th</sup>-grade and 8<sup>th</sup>-grade Parents and Students
- Moderated by the GCCHSA Graduation Committee Coordinator (GCCHSA Board Member)
- Agenda
  - Welcome and Prayer
  - Introduction of GCCHSA Board Member(s), Parents of Graduates, and Students
  - Devotional
  - Distribute Graduation Manual - Read and Discuss
  - Discuss Role and Duties of Elected Officers
    - Chairperson
    - Secretary
    - Treasurer
  - Discuss Other Potential Positions/Jobs for Parents and/or Students
    - Yearbook Editor/Coordinator (could also oversee a Teen Yearbook Committee)
    - Ordering of Caps and Gowns
    - PowerPoint Photo Presentation (adult could oversee a teen)
    - Music for PowerPoint Photo Presentation (live or taped)
    - PowerPoint Presentation for Hymns/Choruses (adult could oversee a teen)
    - Programs - Editor, Layout, Cover Design, Typist, Proofreader(s), Copying/Printing, Folding/Stapling, etc.
    - Proof/Edit Senior Speeches
    - Coach Senior Speakers on their delivery
    - Diplomas - Selection of Paper, Printing/Ordering
    - Diploma Covers
    - Decorations (usually done by parent(s) of 8<sup>th</sup>-graders)
    - Rehearsal Coordinator
    - Videographer (usually a professional)
    - Photographer (usually a professional or a member of the GCCHSA)
    - Teen Facilitator (guide teens as they make decisions)
    - 12<sup>th</sup>-grade Class Chair (could also be GCCHSA Jr./Sr. High Board President)
  - Identify Other Potential 12<sup>th</sup>- and 8<sup>th</sup>-Grade Graduates (from the GCCHSA Directory); appoint parent(s) to contact potential families
  - Collate E-mail Addresses of Parents and Students (update as new members join; circulate list to all parents and students)
  - Discuss Potential Dates and Times for Graduation - Identify Conflicts
  - Discuss Potential Dates and Times for Rehearsal - Identify Conflicts

- Identify Potential Churches/Locations for Graduation
  - Cost of Rental (including Janitorial Services)
  - Dates of Availability
  - Restrictions and Policies and Procedures for Rental, including our cleaning responsibilities
  - Availability of Sound and PowerPoint Technician(s) for Rehearsal and Graduation
  - Possibility of Rental for April Meeting
  - Room suitable for Graduates to gather prior to Processional
- **Vote** on Potential Date and Time for Graduation, pending availability of location
- **Vote** on Potential Date and Time for Rehearsal, pending availability of location
- **Vote** on List of Potential Churches/Locations for Graduation, in order of preference
  - Identify Parent(s) to secure Date and Time for Rehearsal and Ceremony at selected locations, in order of preference (if first choice is not available, contact the second choice, etc.)
  - Report results as obtained to Graduation Coordinator
- Discuss Potential Budget
  - Sample Cost for Seniors - \$85.00 - includes cap and gown, Diploma cover
  - Sample Cost for 8<sup>th</sup>-graders - \$35.00
  - Yearbook and Video purchases optional
  - Budget Items
    - Copying (for Graduation Manuals)
    - Church/Facility
    - Sound Technician (if separate from rental costs)
    - Janitorial Services (if separate from rental costs)
    - Speaker
    - Pianist/Accompanist
    - Decorations
    - Programs
    - Diplomas and Covers
    - Roses
    - Caps and Gowns (12<sup>th</sup>-grade only)
    - Poster Boards/Photo Collages (8<sup>th</sup>-grade only)
    - Yearbook (optional cost)
    - Video (optional cost)
- Discuss Potential Speaker(s)
  - One Speaker for 8<sup>th</sup> and 12<sup>th</sup> grades or Individual Speakers
- Discuss Potential Photographers
- Discuss Potential Videographers
- Discuss Agenda for the Next Meeting
- Prepare Announcement(s) for Newsletter
  - Date of Second Meeting (adjust as necessary to accommodate Committee)
  - Request for Photos of GCCHSA Activities for Yearbook - Deadline for Submission (February 28<sup>th</sup>)

## October

- One week prior to the meeting
  - E-mail Meeting Agenda
  - Solicit Additional Agenda Items
- Second Graduation Committee Meeting
  - Week prior to the meeting of the General Board of Trustees
- Open to all 12<sup>th</sup>-grade and 8<sup>th</sup>-grade Parents and Students
- Moderated by the GCCHSA Graduation Committee Coordinator (GCCHSA Board Member)
- Agenda
  - Welcome and Prayer
  - Introduction of New Parents and Students
  - Devotional
  - Election of Officers
    - Chairperson
    - Secretary
    - Treasurer
- Moderated by the newly-elected Graduation Committee Chair
- Agenda
  - Finalize Date, Time, and Place of the Graduation Rehearsal and Ceremony
  - Finalize Job Assignments for Parents
  - **Vote** on List of Potential Speakers
    - Identify Parent(s) to Contact Potential Speakers RE: Availability, in order of preference (if first choice is not available, contact the second choice, etc.)
    - Report results as obtained to the Chair and Graduation Coordinator
  - **Vote** on List of Potential Photographers
    - Identify Parent(s) to Contact Potential Photographers RE: Availability, in order of preference (if first choice is not available, contact the second choice, etc.)
    - Report results as obtained to the Chair and Graduation Coordinator
  - **Vote** on List of Potential Videographers
    - Identify Parent(s) to Contact Potential Videographers RE: Availability, in order of preference (if first choice is not available, contact the second choice, etc.)
    - Report results as obtained to the Chair and Graduation Coordinator
  - Identify Potential Master of Ceremonies (e.g., Parent of Graduate, GCCHSA Chair, Graduation Committee Chair, other GCCHSA Member)
  - **Vote** on List of Potential Masters of Ceremonies
    - Identify Parent(s) to Contact Potential Masters of Ceremonies RE: Availability, in order of preference (if first choice is not available, contact the second choice, etc.)
    - Report results as obtained to the Chair and Graduation Coordinator
  - Identify Potential Pianists/Accompanists
  - **Vote** on List of Potential Pianists/Accompanists
    - Identify Parent(s) to Contact Potential Pianists/Accompanists RE: Availability, in order of preference (if first choice is not available, contact the second choice, etc.)
    - Report results as obtained to the Chair and Graduation Coordinator
  - Discuss Use of Worship Band, Worship Team, Instrumental Accompanists, and/or Song Leader
  - Distribute Requested Information Form
    - Deadlines for Submission of Various Portions

- Discuss Content of Ceremony (specific selections will be finalized at the January Meeting)
  - 8<sup>th</sup>-Grade Processional
  - 12<sup>th</sup>-Grade Processional (Pomp and Circumstance)
  - School Hymn
  - Class Hymn
  - Congregational Hymns/Songs
  - PowerPoint Presentation for Hymns/Choruses
    - CCLI License Number - \_\_\_\_\_
    - Words should be readable from the back row
  - Special Music
  - PowerPoint Presentation of Seniors
    - Name slide could appear either before or after the graduate's photos – discuss and **vote**
  - Music for PowerPoint Presentation
  - Class Verse
  - Scripture Readings
  - Prayer
  - Senior Speech(es)/Comment(s)
  - 12<sup>th</sup>-grade Recessional
- Discuss Involvement of 8<sup>th</sup>-graders
  - Poster Boards/Photo Collages
  - Decorations
  - Cleanup
  - Special Music
- Discuss Senior Portraits (Penneys, Sears, Wal-Mart, Local Professional Photographer, Local Amateur Photographer or GCCHSA Member)
- Discuss Yearbook Ads
- Establish Cost for 12<sup>th</sup>-grade and 8<sup>th</sup>-grade Graduation based on Potential Budget
- **Vote** on Items Presented Above as Necessary
- Discuss Agenda for the Next Meeting
- Introduce Senior Worksheet
  - Parents work with students to fill out for the January Meeting
  - Seniors will discuss worksheet as a group at the January Meeting
  - Samples of music not well known should be brought to the January Meeting
  - Items will be finalized at the January Meeting
- Prepare Announcement(s) for Newsletter
  - Date of Third Meeting (adjust as necessary to accommodate Committee)
  - Deadline for Registration for Graduation (Prior to January Meeting)
    - Date
    - Cost (See under Budget on page 2)
    - Name and Address of Treasurer for Checks
  - Request for Photos of GCCHSA Activities for Yearbook - Deadline for Submission (February 28<sup>th</sup>)

## January

- Get Senior Portraits Taken
  - Caps and gowns may be borrowed from former graduates
- Take Measurements for Caps and Gowns
  - Best to have one parent do all the measuring for standardization
  - Follow the instructions of the company on their order form
  - Consider combining this with a social activity – pizza party, ice cream social, brunch, etc.
- Order Caps and Gowns
- **Deadline** for Joining or Renewing Membership in the GCCHSA (MUST be a member of the GCCHSA to participate in Graduation – application packets will be available for renewal only)
- **Deadline** for Registration for Graduation and Payment of Fees
- One week prior to the meeting
  - E-mail Meeting Agenda and Senior Worksheet
  - Solicit Additional Agenda Items
- Third Graduation Committee Meeting
  - Week prior to the meeting of the General Board of Trustees
- Mandatory Meeting for 12<sup>th</sup>-grade Parents and Students (Optional for 8<sup>th</sup>-grade)
- Moderated by the Graduation Committee Chair
- Agenda
  - Welcome and Prayer
  - Introduction of New Parents and Students
  - Devotional
  - Finalize Budget (After All Registrations are Received)
  - Seniors Dismissed to Discuss Senior Worksheet
  - Finalize Elements and Order of Ceremony when Seniors return
  - Assign Elements of Ceremony to Students, Parents, and/or other GCCHSA Member or Board Member
  - Presentation of Options and Costs of Yearbook by Yearbook Coordinator
  - Presentation of Options and Costs of Video by Video Coordinator
  - Discuss and **Vote** on Roses for Mothers of 12<sup>th</sup>-graders
  - Discuss and **Vote** on Attire for Seniors
  - Discuss and **Vote** on Attire for 8<sup>th</sup>-graders (8<sup>th</sup>-grade parents may prefer to do so at their March Meeting, but must report decisions to Graduation Committee Coordinator, Graduation Committee Chair, and Secretary [for the Minutes])
  - **Vote** on Diploma Covers
  - Look at samples of paper for Diplomas – make selection on Information Request Form
  - Make Arrangements for Class Trip, if necessary
  - **Vote** on Items Presented Above as Necessary

## **February 28**

- **Deadline** for Submission of Photos for Yearbook
- **Deadline** for Submission of Photos for PowerPoint Presentation
- **Deadline** for Submission of Graduation Information (Diploma and Yearbook Information)
- **Deadline** for Deposit on Yearbook (optional purchase)
- **Deadline** for Deposit on Video (optional purchase)

## **March**

- Rehearsals for Worship Band begin (if applicable)
- Fourth Graduation Committee Meeting
  - Week prior to the meeting of the General Board of Trustees
- Mandatory Meeting of 8<sup>th</sup>-grade Parents and Students
  - Agenda
    - Work on Poster Boards/Photo Collages (unless doing PowerPoint Presentation)
    - Discuss Decorations
    - Discuss and **Vote** on Attire for 8<sup>th</sup>-graders (if not done at the January Meeting)
    - Convey results to the Graduation Committee Chair, Graduation Coordinator, and Secretary (for the Minutes)
- Optional Meeting if necessary for 12<sup>th</sup>-grade Parents and Students
  - Different location than 8<sup>th</sup>-grade meeting
  - Moderated by the Graduation Committee Chair
  - Discuss and make decisions on any outstanding issues

## April

- **Deadline** for Completion of PowerPoint Presentation of Seniors - by **April Meeting**
- **Deadline** for Completion of PowerPoint for Hymns/Choruses - by **April Meeting**
- **Deadline** for Submission of Biographies for Program - by **April Meeting**
- Fifth Graduation Committee Meeting - At Graduation Location (if possible)
  - Week prior to the meeting of the General Board of Trustees, depending on availability of graduation location)
- Mandatory Meeting of 12<sup>th</sup>-grade and 8<sup>th</sup>-grade Parents and Students
- Moderated by the Graduation Committee Chair
- Agenda
  - Review and Finalize Order of Ceremony/Participants
  - View Location
  - Discuss Decorations
  - Discuss Stage Placement/Seating Arrangement for 12<sup>th</sup>- and 8<sup>th</sup>-graders
    - Eighth graders can be in front of or behind 12<sup>th</sup> graders
    - If in front of seniors, chairs can be discreetly moved off of the stage during a song after the 8<sup>th</sup>-graders have recessed, or seniors can fill seats vacated by the 8<sup>th</sup>-graders
  - Discuss seating arrangement for Speakers and Others Positions (i.e., Emcee, Song Leader, Reader of Diploma Names)
  - Discuss Seating Arrangement for Parents and Guests
  - Discuss Placement of Signs and Banners
  - Discuss Placement of 8<sup>th</sup>-grade Poster Boards/Photo Collages
  - View Completed PowerPoint Presentation of Seniors
  - View Completed PowerPoint Presentation of Words to Hymns and/or Choruses
  - Listen to Worship Band (if applicable)
  - Finalize All Other Details
    - Ushers/Greeters (should attend the rehearsal)
      - Hand out programs (can be a teen)
      - Direct guests to seats
      - Hold late guests back during processional (should be an adult)
    - Person to line up graduates in alphabetical order in the holding room and bring them to the rear of the sanctuary for the processional (should attend the rehearsal)
    - Reader of Diploma Names
    - Music/hymn book available for pianist
    - Discuss Flowers for Female Graduates (optional) - timing of presentation
    - Hire person(s) to clean up graduation facility and take down decorations

## **May**

- **Deadline** for Completion of Yearbook, with the Exception of Graduation and Any Other May/June GCCHSA Activities - **May 15** (by May Meeting of the General Board of Trustees)
- Graduation Coordinator take Yearbook Proof to May Meeting of the General Board of Trustees for Approval
- Graduation Committee Meeting (only if necessary)
- Prepare Decorations and Reserved Seating Plaques
- Type words to hymns and choruses for graduates (placed on each chair)
- **Deadline** for Submission of Senior Speeches/Comments
- Cap and Gown Try-On Party
  - Time of Prayer
  - Make last-minute Decisions
- Possible Social Events for Seniors and/or 8<sup>th</sup>-graders
  - Pizza Party
  - Pool Party
  - Ice Cream Social
  - Brunch

## **June** (possibly late May)

- Type and Copy Programs
- Speech Coach work with Students Giving Senior Comments
- Decorate Prior to Rehearsal
- Purchase Roses for Mothers (usually done by Decorating Coordinator)
- Rehearsal One or Two Days Prior to Graduation Ceremony – 6:00 or 7:00 PM
  - Consider taking a group photograph of the graduates for the Yearbook and/or Program (remember to bring caps and gowns to the rehearsal)
- Social Event Following Rehearsal (optional, depending on time)
- Graduation Ceremony
- Consider having a Tea/Luncheon for Mothers of Graduating Students
- **Deadline** for Completion of Yearbook

## **July 31**

- **Deadline** for Delivery of Yearbook
- **Deadline** for Delivery of Video