

## Senior Class Graduation Activities - Preparation

Class Rings	March	<ul style="list-style-type: none"> <li>Balfour at school to give information about ordering class rings</li> </ul>
	March	<ul style="list-style-type: none"> <li>Balfour returns to take orders</li> </ul>
	March late	<ul style="list-style-type: none"> <li>Orders can be made by fax. To order or ask questions about ordering a ring contact Dan Pasquarelli 703/941-1436.</li> </ul>
	June	<ul style="list-style-type: none"> <li>Rings should be delivered to school in approx 60 days or less.</li> </ul>
Caps, Tassels and Gowns	March	<ul style="list-style-type: none"> <li>Students first fitting for caps and gowns, special orders made if needed</li> </ul>
	May	<ul style="list-style-type: none"> <li>Senior second fitting for caps and gowns, each labeled and kept for student</li> </ul>
	May 31 – June 4	<ul style="list-style-type: none"> <li>Final fitting before graduation</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Gowns will be ready for seniors at the temple before graduation</li> </ul>
Memory Boards	March - April	<ul style="list-style-type: none"> <li>Seniors and parents get information about how to create a "Memory Board"</li> </ul>
	April - May	<ul style="list-style-type: none"> <li>Memory Board Party at School – volunteers there in the evening to help families</li> </ul>
	June 8-10	<ul style="list-style-type: none"> <li>Families drop off Memory boards at school for transport to graduation</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Memory Boards displayed in the reception hallway at graduation</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Families take Memory Boards home with them after graduation</li> </ul>
Graduation Planning Packets	March 19	<ul style="list-style-type: none"> <li>Senior families receive a Graduation Activity Planning packet with details about graduation activities and fees and invitation orders.</li> </ul>
Invitations and Announcements	March 26	<ul style="list-style-type: none"> <li>Graduation Printing Order Form for invitation and announcement must be returned by March 26 to meet printing deadlines.</li> </ul>
	April 23	<ul style="list-style-type: none"> <li>Invitations, maps &amp; announcements delivered to seniors for distribution to family and friends.</li> </ul>
	May 14	<ul style="list-style-type: none"> <li>Final graduation attendee counts need to be returned to Ms. Sinichko at School by May 14.</li> </ul>

## Senior Class Graduation Activities – The Day

Still Photos on Day of Graduation	June 12	<ul style="list-style-type: none"> <li>A photographer will be at the graduation ceremony to take pictures of each senior as they receive their diploma. Family photos taken upon request at the reception.</li> </ul>
	June 21-25	<ul style="list-style-type: none"> <li>The photos will be put on KodakGallery.com where families can place orders.</li> </ul>
Graduation DVD	June 12	<ul style="list-style-type: none"> <li>A videographer will be taping the graduation ceremony. A DVD will be created for each senior.</li> </ul>
	June 21-25	<ul style="list-style-type: none"> <li>DVD's of the graduation ceremony distributed to students at school a week or so after graduation</li> </ul>
Quilts	June 12	<ul style="list-style-type: none"> <li>Graduate Quilts distributed to seniors during the graduation ceremony</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Quilts taken home by seniors after graduation</li> </ul>
Graduation Speeches	June 9	<ul style="list-style-type: none"> <li>Speeches finalized by rehearsal, leave a copy at Temple on June 9</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Bring speech to graduation on June 12</li> </ul>
Graduation Rehearsal	June 9	<ul style="list-style-type: none"> <li>Seniors transported to the Temple for Rehearsal Wednesday June 9 during school.</li> <li>Seniors leave a copy of their speech at rehearsal.</li> </ul>
	June 12 11:00 am	<ul style="list-style-type: none"> <li>Seniors arrive at the Masonic Temple early, with their SPEECH, 11 am.</li> <li>Volunteers available to help seniors with final preparation and movement to their places</li> </ul>
Graduation Ceremony	11:15 am	<ul style="list-style-type: none"> <li>Senior group photos with photographer</li> </ul>
	1:00 pm	<ul style="list-style-type: none"> <li>Graduation ceremony begins at 1pm</li> </ul>
	June 12	<ul style="list-style-type: none"> <li>Following the Graduation Ceremony seniors and guests proceed through the Memory Board Hall to the reception.</li> <li>Families may take family photos in the auditorium after the ceremony is completed.</li> <li>Seniors leave gowns at Temple before leaving for home.</li> </ul>
Diplomas	June 14 -25	<ul style="list-style-type: none"> <li>Seniors return to school to have their diplomas signed and receive final grades.</li> </ul>

## Graduation Time Line Summary

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<b>March</b>	<ul style="list-style-type: none"><li>• Class ring orders</li><li>• Students first cap &amp; gown fittings</li><li>• Senior Planning Packet sent home</li><li>• Orders for invitations &amp; announcements due to Ms. Sinichko by 26th</li></ul>
<b>April</b>	<ul style="list-style-type: none"><li>• Personalized invitations &amp; announcements delivered to seniors</li><li>• Seniors &amp; parents begin preparing memory boards</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• Second fitting for caps and gowns</li><li>• Seniors &amp; parents continue preparing memory boards</li><li>• Final count for graduation guests to Ms. Sinichko by 14<sup>th</sup></li><li>• Graduation Activity Fee due to Ms. Sinichko by 14<sup>th</sup></li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• Final cap and gown fitting</li><li>• Memory boards completed and dropped off at school by 11<sup>th</sup></li></ul>

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## Graduation Activity Fee

Each senior family is responsible for the Graduation Activity Fee-\$270, which covers the following graduation expenses:

- Graduation and reception attendance for five guests - including parents. (Additional guests \$20 each, no charge age 6 & under.)
- Use of caps and gowns – students keep caps and tassels
- Leather bound diplomas
- Customized Graduation announcements & envelopes
- Customized Graduation invitations, envelopes & maps
- Student receives table centerpiece from graduation reception.
- Personalized hand sewn quilts given to each graduate
- DVD of the graduation ceremony filmed by professional videographer
- Still photos of each graduate giving their speech and receiving their diploma, taken by professional photographer will be available for order on KodakGallery.com after graduation

The Graduation Activity Fees Form will be sent home in early May requesting payment and final guest counts by May 14.

**Graduation Planning Committee**, Contacts for 2010:

Annie Vroom [Annie@vroom.hostpilot.com](mailto:Annie@vroom.hostpilot.com)

Patty Maton [pmaton@cox.net](mailto:pmaton@cox.net)

# Graduation Activity Planning

## *GW Community School Class of 2010 Graduation Commencement Ceremony & Reception*

June 12<sup>th</sup> 2010, 1:00 p.m.

The George Washington  
Masonic Memorial Temple  
Alexandria, VA