

*Picture Butte High School*

## **Graduation 2018**

### *Information for Students and Parents*

**Graduation Date:**

*Saturday, May 26<sup>th</sup>, 2018*

**Graduation Song:**

*T.B.D. – February Meeting*

**Theme:**

*T.B.D – February Meeting*



# Memo to Grads and Parents

Date: October 12, 2018  
From: The Staff Graduation Committee

RE: Graduation 2018 – Details and Planning

## **Cap & Gown Photos:**

These are scheduled for *To Be Determined*. The Lifetouch photographer will be meeting with the grads on December 5<sup>th</sup>, during a lunch meeting to go all the details for their photo shoot, and to book their time slot online. Each grad is required to get at least to have a head shot (even if not purchasing a package) taken for the grad composite photo, and year book. **So, all grads need to pick an appointment time.**

## **Banquet:**

Due to rising costs, we are currently looking for a caterer for this year's grad. All grads will have a vote on the meal selection, which will occur in March. If you have any special circumstances for the meal (eg vegetarian) please let Miss Ward know and we will do our best to accommodate.

## **Fundraising:**

We are slowly eliminating fundraising for the Graduating class. Instead, a Grad Fee per graduate will be implemented to cover the necessary costs to host graduation. This year the grad fee will be \$100/grad. This fee will need to be paid in full by March 31, 2018. The grad can also invite 3 guests to the banquet, which will be charged a price/plate. This will also need to be paid in full by May 12, 2018 in order for your child and their guests to receive their banquet tickets.

## **Parent Committee:**

We are asking the parents to become more involved in the graduation here at PBHS. We ask that the parents establish a 6-8 member committee and report the names to the school. Please have this list submitted by **October 31, 2017**. The parent committee is asked to be present during the 3 afternoons/evenings of decorating the week prior to grad, and help organize any items or decorations that need to be picked up that week and returned the following Monday. We also ask that 2-3 are present for clean up on the following Monday from 8:30 – 11:00 am. As for the day of graduation, the Staff Committee and the PBHS Staff will be responsible for all aspects of the day, so the graduates and their parents can enjoy this joyous occasion.

## **Staff Committee:**

We are here to also sit in the monthly meetings, and help guide ideas and answer questions. We will also make sure that the following are booked and confirmed:  
Cap & Gown Photos and Rentals, Tony Kok, catering, security, clean up, curtain rental, and gifts are purchased.

## Week of May 21– May 26

- Students will not be excused from regular classes for any activities in preparation of graduation this week. Example: decorating, etc.
- All students will be required to help with decorating the gymnasium starting Wednesday, May 23 at 3:30 pm. Students will be expected to decorate the gym Thursday and Friday during the day if they do not have a scheduled class, and after school/evening. Decorating will end no later than 8:00 pm each evening, so the grads should be home shortly after that time. Parent committee will also be in attendance during these times.
- **PLEASE NOTE:** We expect all outside appointments (i.e. hair dressers, tanning, nails, etc.) to be done *outside regular school hours*.

## Friday, May 25

- **Rehearsals:**

**Grand March** rehearsals will be held at **12:30 p.m. on Friday, May 25**. ALL grads are required to attend this rehearsal. After the rehearsal for the Grand March, all students will be required to stay and help until all the chairs are setup for convocation and all decorating preparations are complete.

**Speakers / Program Participants.** Rehearsals of all speakers and performers participating in Graduation ceremonies will take place on Friday. Rehearsal times will be coordinated by the Graduation Staff Committee, and will begin after the potluck supper. Students will be informed of their rehearsal time. Students will not miss any scheduled classes for rehearsals.

- Decorating will take place all day until complete.



# **Saturday, May 26<sup>th</sup>**

## **Morning:**

**10:00 a.m.      Arrival at PBHS for Cap & Gown  
Dress and preparation. Be on time!**

**10:30 a.m.      Group Cap & Gown Photo**

**11:00 a.m.      Graduation Convocation**

## **Evening:**

**5:15 p.m.      Back at PBHS Be on time!  
Group Formal Photo**

**6:00 p.m.      Banquet (Invited Guests only)  
Grads may purchase 4 tickets –  
(includes the grad plus 3 guests)  
Cost of banquet tickets TBA**

**7:30 p.m.      Program**

**9:00 p.m.      Grand March – Dance to follow**

## **CAP & GOWN (10:00 a.m.):**

### ***Fitting***

Students need to arrive at the school Saturday morning by **10:00 a.m.** Please report immediately to Room #109 where you will dress in your cap and gown. Boys must bring a white shirt and tie to wear under their gown.

### ***Photograph***

Just prior to **10:30 a.m.**, students will be directed into the gymnasium where they will assemble for the group Cap & Gown photograph.

## **CONVOCATION (11:00 a.m.):**

All parents and guests will report immediately to the gymnasium upon arrival. Rush seating will be available. Convocation is open to all. There is no charge. Convocation is where the students walk across the stage in Cap & Gown and receive a temporary diploma. The Valedictory Address and Guest Speaker speech is at this ceremony.

**Convocation will begin at 11:00 a.m.** and will last approximately 60 minutes.

## **PHOTOGRAPHS (2:00 – 4:45 p.m.):**

### **Tony Kok:**

Tony will capture the day going behind the scenes and during the ceremonies. You will receive a CD with photos from the day that have been purchased with fundraising monies.

Tony is also available for private bookings. More information regarding the Grad Photo Package available is on the bulletin board or by contacting Tony at [tonykarenk@hotmail.com](mailto:tonykarenk@hotmail.com) or 403-732-4292 to book or with your questions.

## **FORMAL GROUP PHOTOGRAPH (5:30 p.m.):**

A formal group photo will be taken at **5:30 p.m. sharp**. Please make sure that you are here a few minutes prior to 5:30. The photographer will not wait for late arrivals. It would be unfortunate to have anyone missing from the picture. *Please be on time we don't want to miss anyone in the photo.*

## **BANQUET (6:00 p.m.):**

The **Graduation Banquet** will begin at **6:00 p.m.** This will be a catered meal. Grads will vote on meal selection in March.

Due to limitations of space and logistics, Grads will be limited to three invitees to the banquet. Exceptions may be granted in extreme special cases, please see Miss Ward.

Once grads have decided what meal they will be having, the cost of the tickets will be announced and will be available for purchase.

Seating for the banquet will be pre-arranged. Please let Miss Ward know of any special seating requests that you require as soon as possible (i.e. If students are attending graduation as escorts of each other, they will be seated together.) Reserved seats will be indicated with place cards. **Only Graduates and their three invited guests will be welcome in the gym during the meal.**



## **PROGRAM (7:30 p.m.)**

At approximately **7:15 p.m.** additional guests of graduates will be let into the gymnasium where seating will be provided at the north end of the gymnasium and on the bleachers.

All toasts (to Staff, Grads, Parents, etc.) will happen during the program. There may also be entertainment such as slide show or musical interludes at this time.

## **GRAND MARCH / DANCE (9:00 p.m. – Dance to follow):**

At approximately **8:30 p.m.** there will be a break for tables to be cleared in preparation of the **Grand March** and the **Dance**.

At **8:45 p.m.** all Graduates will meet in the lunchroom to prepare for the Grand March. At **9:00 p.m.** the Grand March will commence. This will be followed by the **Dance**.

## **OTHER INFORMATION:**

### **COST:**

Grad Fee:	\$175 per Graduate
Convocation (Open to All):	No Charge
Banquet and Dance (Each Grad may invite 3 guests):	
Meal for Graduate:	Included in Grad Fee
Banquet ticket for each guest (maximum of 3)	TBA
Program & Dance (unlimited tickets):	No Charge

*Please give Miss Ward the names of the people attending the Banquet before Friday, May 12<sup>th</sup>, 2018.*

## **DECORATING:**

Participation from all Grads will be necessary and expected to get everything done on time. The major times will be Wednesday evening, Thursday and Friday (day and evening). Decorating will end no later than 8:00 p.m. each evening so Grads should be home shortly after that time. Friday night decorating will continue until complete.

To clarify some questions that may arise:

1. All funds that have been raised through the school are used for Graduation Day purposes only. No funds are used for outside activities/parties or Safe-Grad activities. Safe-Grad is a parent-organized event and has absolutely no connection to the school or school division in any manner.
2. All major decisions concerning Graduation are decided in a democratic voting process with all grads who attend the noon hour meetings having the opportunity to vote. The Grad Council consists of a selection of Students and Staff who represent the wishes of the whole of the graduating class. All students are encouraged to contribute their ideas and wishes in relation to Graduation Day.

## **JUST A NOTE:**

*Graduation is an exciting time for all Grade 12 students. We are well into the preparation mode. Graduation is a time of celebration of success. We congratulate our students and your young men and women as they celebrate the joy of completing twelve years of education with all of their successes, challenges, and accomplishments and as they look toward their future.*

