Parent Grad meeting

November 18, 2013

1. **Photographer**
	1. Lifetouch – Jason here to speak about this
2. **Cap and Gown Ceremony**
	1. May 24th, 2013 – to be held in the school’s gymnasium
	2. 10:00 start time – please be at the school by 9:30 – we will need time to put gowns and caps on. Ceremony itself takes about 1 hour.
	3. In the past, there has been a $50 charge for gown rental, caps and diplomas - caps can be kept. This is an approx. for this year as we can’t seem to get on the website to order these items yet! Causing us a bit of grief! As soon as we know, we will let you know ☺
	4. Embroidery of caps?
	5. Dress clothes and appropriate shoes for underneath gowns please ☺ ex. Dress shirts and ties, dress shoes
	6. Grads piped in by Mr. Whitehead
	7. Lifetouch will be at ceremony to take pictures of grads receiving diploma and coming off of the stage
	8. Rows in front to be reserved for parents – last year we had many choir members parents sitting in the front seats. We will make sure a letter goes home and there is notice given that day to stress the importance of grad parents having enough seats at the front(ish) of the gym
	9. Gym will need to be set up on Friday the 23rd – stage, chairs, skirt for stage (needs to be looked into) and curtain backdrop. Any other decorations will be left to the decorating committee
3. **Banquet and Ceremony**
	1. To be held at the arena ☺
	2. Supper to commence after grads have entered the arena (after being announced by our MC) – around 5:30
	3. Grads should be at the arena by 4:45 in order to get a formal group photo
	4. Meal prices - $14.95 basic plate, $15.95 one more meat, $16.95 add stuffed/baked potato
	5. $5.00 per table for table cloth – napkins donated
	6. One table per grad (this is negotiable ☺ ) fits 8 comfortably, 10 squished
	7. Tables being donated from Sunset Manor ? Grads will help serve tea one afternoon to show their appreciation – date to be determined
	8. Decorating will begin Thursday the 22nd at noon (usually only the Friday is needed but this is a larger venue) – will need grads to help here (not sure what it looks like yet) and continue through Friday. Thursday morning the grads will need to pick up materials. They will require some flat decks and horse trailers (tables especially) for this task. Grads will need to be committed to take the supplies back Monday morning (or Sunday where arranged).
	9. Gym will need to be taken down Monday morning
	10. Programs for evening will be approx. $200 and invitations approx.. $50
	11. Budget to decorate arena approx. $3000
	12. Grand march practice will be held on the Wednesday night before grad(or the week before?) at the arena (?) at 7:00 and is held during the banquet after all speeches have been made.
	13. Grads have given an approximate of seats needed for the banquet.
	14. Speaking of seats, we will need chairs? Not sure where these will come from yet ☺
	15. Help with ceiling portion of decorating – signing up Larry and Rob ☺ if needed.
	16. The grads talked about having a photo booth set up for a couple of hours during the banquet – one quote is $150/hour and another grad thinks she may be able to get one for $100/hour.
	17. All grads must be in attendance for clean up on the Sunday. If you are unable to attend, you need to send a representative in your place. There will be a lot to clean up so we need many hands.
4. **Fundraising**
	1. Needs to be done to cut down on the costs – can be a very expensive time ☺
	2. In school: subway, kitchen detail, SUTP, taco in a bag, bake sales – any other ideas?
5. **Attendance at meetings**
	1. We need grads to be attending the meetings held at school. We run a morning meeting and a repeat lunch meeting. It is difficult to get all input and chase you down individually. You miss a lot of info if you don’t attend.
6. **Remind 101**
	1. We often send reminders out to the grads using the Remind 101. If you are interested in signing up the number to text is 506-802-8605 and text the message @7248bf and you will receive the same reminders. You are not able to text back to this number so please send any inquiries to us through email or give us a call ☺
7. **To think about…..**