

*Picture Butte High School*

**Graduation 2016**

*Information for Students and Parents*

**Graduation Date:**

*Saturday, May 28<sup>th</sup>, 2016*

**Graduation Song:**

*Gonna Know We Were Here*

*Lyrics by: Jason Aldean*

**Decoration Theme:**

*Light Up the Night*



# Memo to Grads and Parents

Date: October 11, 2016  
From: The Staff Graduation Committee

RE: Graduation 2016 – Details and Planning

A meeting with the entire class was held last week and all grads had the opportunity to nominate and vote on the song which will be the centre of the year's graduation. The song that was chosen is: Gonna Know We Were Here by Jason Aldean. The decoration theme chosen was "Light Up the Night".

Our first fundraiser for the year will be **Poinsettias**. The grads are to go out and sell poinsettias for the holiday season. The plants come from DeVry Greenhouses and are absolutely beautiful. The order form will be sent out with the first report cards. Orders will need to be in by November 30, with the plants being delivered December 8<sup>th</sup>. We will need at least **6 parent volunteers** to help gather the orders so the grads can deliver their orders at the end of the school day.

Our last graduation fundraiser will be the **Pizza Fundraiser**. Pizzas will be ordered through Cocoa Brooks and delivered to Lethbridge and from there to the school. Pizza orders will then need to be gathered and ready to go for the grads to deliver at the end of the school day. This fundraiser will begin Easter Break.

**All grads will participate in these last two fundraisers (poinsettias and pizzas):**

If grads choose not to participate they will be charged \$200 (\$100 for each fundraiser) **which will need to be paid in FULL before they will be given their banquet tickets and grad invitations.**

**Cap & Gown Photos** are scheduled in **January 2016**. Once the exact dates have been books, the grads will be informed. The Lifetouch photographer will be meeting with the grads in December, during a lunch meeting to go all the details for their photo shoot. A sign-up sheet for appointments for the grads will be located in the library. 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.**

As for the banquet, the grads have voted, and LA Chef's will be catering 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 one of the committee members know and we will do our best to accommodate you.

We are very excited about planning for grad this spring. If you have any ideas or would like to help with decorating, your input is welcome!

Please read this handbook for details regarding graduation.

## Week of May 23 – May 28

- Students will not be excused from regular classes for any activities in preparation of graduation this week. ie. Decorating, etc.
- All students will be required to help with decorating the gymnasium starting Wednesday, May 20 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.
- PLEASE NOTE: We expect all outside appointments (i.e. hair dressers, tanning, nails, etc.) to be done *outside regular school hours*.

## Friday, May 27

- **Rehearsals:**

**Grand March** rehearsals will be held at **12:30 p.m. on Friday, May 27**. 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 setup 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 28<sup>th</sup>**

## **Times:**

- 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**
- 2:00 – 4:45 p.m.**      **Individual Grad Photos (Optional)**
- 5:00 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**
- 8:30 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 the end of the hallway, by the east stairwell 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 (5:00 p.m.):**

A formal group photo will be taken at **5:00 p.m. sharp**. Please make sure that you are here a few minutes prior to 5:00. 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.** LA Chefs will be preparing the wonderful 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 Mrs. Secrist.

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 Mrs. Secrist 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:**

Thank you to ALL of the Graduates, Parents, and Staff who have done such an exceptional job with the fundraising this year! The following fundraisers were or will be held this year: *Men's Steak Supper, His & Her's Steak Supper, Spring Flower sales, Poinsettia Sales, and Pizza Sales.*

Convocation (Open to All): No Charge

Banquet and Dance (Each Grad may invite 3 guests):

Meal for Graduand: TBA

Banquet ticket for each guest (maximum of 3) TBA

Program & Dance (unlimited tickets): No Charge

*Please give Mrs. Secrist the names of the people attending the Banquet before Friday, May 18<sup>th</sup>, 2016.*

## **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.*

