

GRAD MEETING #4

February 27, 2025

AGENDA

Last Meeting Follow-up

1. Grad Swag- has been ordered
2. Bottle Drive Date

New Business

1. Grad Committee - THEME present ideas for voting so we can move forward with INVITATIONS
2. Vote- Google Form- Head Table vs Sitting with Families at Banquet
3. We need 1-2 committee members for the GRAD BOOKLET (to approve design and style with Mrs. Lynch).
4. Bottle Drive Collection Window April 14th-17th. **Bottle drive collection night April 15th from 4-6 pm.** April 17- sort bottles at bottle drive starting at 9 AM.
5. Taco in a Bag-April 29

NOTES from today's meeting

Missing: Sam and Jae

ACTION ITEMS

1. Lucas to check if trailer is available for bottle drive from Apr 14-17
2. Invitation committee is coming back on March 6th with some samples of invitations
3. Grads need to fill out the google form for head table vs family table seating.

NEXT MEETING

- THURSDAY March 6th

GRAD COMMITTEES

Responsibilities	Members	Deadline	Completed
Grad Set Up and Rehearsal @the Hall (9:00 AM-until done)	-ALL GRADS	May 24	
Food Sales	-ALL GRADS	ongoing	Taco in a Bag-April 29
Bottle Drive	-ALL GRADS	April 14-17 Trailer at the school Tuesday April 15 - Bottle Drive around town from 4-6 pm Sort bottles- April 17th	Dates of April 14-17 is confirmed. Drive on April 15th from 4-6 pm.
Hoodies	Chealzy, Dianne, Jae, Katie, Tassjea	Samples by Dec 1	Completed - have been ordered
Music	Hailey, Sofia, Kelsy, Rowan, Chealzy, Dianne, Jae, Katie, Ava	May 1	
Banquet <ul style="list-style-type: none">• Choose songs to present to class and Mrs. L/Mrs. V for approval (Need songs for entering and		April 15	

<ul style="list-style-type: none"> • exiting banquet) • Master/Mistress of Ceremony (2) • Arrange for speakers to give toasts/replies (see list below) • Arrange a guest speaker (if class wishes to have one) 			
<p>Ceremony Details</p> <ul style="list-style-type: none"> • O' Canada - chose version, vocalist?, have recording available • organize ask for a sound person (Mr. Vokins) • Provide sound person with music for entering and exiting the ceremony • Master/Mistress of Ceremonies - • 	Hailey, Renee,Des,	April 15	
<p>Video/Slide Show</p> <ul style="list-style-type: none"> • Choose format • Inform class as to what pictures you require (usually 2-3 plus grad) • Gather photos - set a due date for your classmates • Chose songs - must be sent to Mrs. L/Mrs. V for approval prior to putting them in the show • Create slideshow (5-6 minutes max) 	Chealzy, Dianne, Renee,	<p>Deadline for Photos from class April 1?</p> <p>Finished slideshow to Mrs. L and MRs. V May 1</p>	
<p>Decorating and Theme</p> <ul style="list-style-type: none"> • Choose theme • Arrange supplies 	Hailey, Sofia, Rowan, Chealzy, Dianne, Amy, Renee, Katie, Des	Themes presented to class February 27th for vote	

<p>for decorations for ceremony and banquet</p> <ul style="list-style-type: none"> Organize work sessions for making decorations Have everything ready for Friday morning decorating session Arrange for the return of any borrowed/rented items 			
<p>Invitations</p> <ul style="list-style-type: none"> Design 2 sample formats to bring to the class for a vote MRs. L and MRs. V proof the invitation Order invites with MRs. Lynch Work with Mrs. Lynch to ensure that an invitation is sent to all dignitaries - all superintendent, trustee/mayor, Kneehill county, staff, mayor, trustee, others? Bring printed invitations to grad meeting to give to students (8 per student) 	<p>Jae, Katie, Chealzy, Dianne</p>	<p>March 6 (invitation design due to group) March 15- group photo taken (if needed) -order invites by March 20th -arrive by Easter break</p>	
<p>Grad Program</p> <ul style="list-style-type: none"> Work with Mrs. Lynch on design and style 		<p>May 1</p>	
<p>Thank You</p>	<p>Hailey, Sofia, Des</p>	<p>May 1</p>	
<p>Speaking (MC/Toast)</p>	<p>Hailey, Renee, Des</p>		

School Administration:

- **Book Venue**
- **Book Catering Company**
- **Book Photography**
- **Oversee Food Sales and bottle Drive**
- **Arrange for Grade 11s to do take down after graduation**

Speaking Roles and Toasts:

Banquet

- Master/Mistress of Ceremonies (2)
- Toast to the Staff
- Reply from the Staff
- Toast to the Parents
- Reply from the Parents
- Guest Speaker

Ceremony

- Master and Mistress of Ceremonies
- Valedictorian
- Thank Yous/Acknowledgements