

TO: Class of 2008
FROM: Marc Williams, Principal
RE: End of Year Directions
DATE: April 23, 2008

ACTUAL GRADUATION DAY PROCEDURES

- Please be at Presser hall no later than 6:15 pm on Saturday, May 10.
- You should be dressed up--Gentlemen in slacks and a tie, ladies in a dress. No extras on your gowns. Anything on mortarboards must be tasteful. Your tassel should be on the left of your cap.
- There may be students that will not be walking this year. It may be such that we will have to make an adjustment at the last minute to the sequence. This could affect the side that you march in on during the ceremony. I will have the final sequence printed Friday evening. We will make any adjustments as we line up outside prior to the ceremony.
- When you march in, remember to do so at an appropriate speed and keep your spacing. When you get to your seat, remain standing. You may turn facing the middle so you can see your classmates walking in.
- When the entire class has marched in, you may face forward until the music stops, then be seated.
- Andrew Janzen will deliver the "welcome" followed by the introduction to the senior video presentation (if complete).
- The senior video presentation.
- Mr. Williams will announce the academic and citizenship awards. You will be called up on stage by groups starting with the Honors group. I will give you your medals during graduation practice that takes place on May 7. On the actual day you will want to put them on before securing your cap.
- Mr. Williams will introduce **Sam Klaassen and Adam Lackey**. They should begin moving towards the stage when I go towards the microphone.
- Andrew Janzen will, following the student address, introduce **Jay Myers**.
- Superintendent Suppes will present the class of 2008 to the Board of Education. At this time, some minimal stage preparation may take place.
- While we are getting ready, the first row will stand and approach the stage from the right side (if facing the stage).
- Different Board of Education members will present the diplomas. It is proper to take the diploma in your left hand. You should shake the board members hand under your diploma with your right hand. The Board Member will then change the location of your tassel from the left to the right. After receiving your diploma, one of the junior attendants will give you a rose, then proceed to the back of the stage on the risers. Remain standing through the reading of the names of your classmates.
- Once all students have received their diploma, I will make a comment to the effect of "ladies and gentlemen, I present to you the latest alumni of Smoky Valley High School. When the applause has ended our organist will start playing the recessional and the class will exit. Try not to hurry this as some will want to take pictures as you leave. The juniors will lead you out.
- After marching out, please form some type of reception outside of Presser Hall on the sidewalk immediately east of Presser.
- Mr. Able and I will be waiting for you to give you your diplomas on the south side of Presser (outside by the south doors). When you are ready and finished stop by there and pick them up. If they are not picked up at that time they will in the high school office. You may stop by and pick it up any time.