

Graduation To Do's		
DATE	<input checked="" type="checkbox"/>	TASK
<b>September 28, 2021</b>	<input type="checkbox"/>	Mail \$35 check (payable to CHEMinsitry) to treasurer for graduation fee downpayment. <i>Mail to: Heidi Phillips, 1912 Dilloway Dr, Midland MI 48640</i>
October	<input type="checkbox"/>	Get senior photos taken (optional)
Before Nov 13	<input type="checkbox"/>	Email suggestions re: motto and verse suggestions
<b>January 20, 2022</b>		<b>MEETING 6:30pm</b>
January 20, 2022	<input type="checkbox"/>	Email or text Tanya our contact info if you haven't already
January 20, 2022	<input type="checkbox"/>	Mail check for grad fees to Heidi (deadline Jan 31)
Jan - Feb	<input type="checkbox"/>	Select 15 photos for video bio
February	<input type="checkbox"/>	Plan and record narration (optional)
February 28, 2022	<input type="checkbox"/>	Email bio video photos/narration to Tanya & videographer (deadline Mar 1) via wetransfer.com
March 1, 2022		<u>Email Tanya five things:</u>
	<input type="checkbox"/>	1. Correct spelling of name including middle name
	<input type="checkbox"/>	2. Decision senior presentation
	<input type="checkbox"/>	3. Approx guest totals
	<input type="checkbox"/>	4. Favorite verse or quote
March 15, 2022	<input type="checkbox"/>	Group order deadline
March 15, 2022	<input type="checkbox"/>	Mail check to the videographer & group order coordinator
March - April	<input type="checkbox"/>	Start senior board (optional)
April 5, 2022	<input type="checkbox"/>	Senior headshot photos taken 6:30
April 5, 2022	<input type="checkbox"/>	Review of Senior Presentations 6:30
April 5, 2022	<input type="checkbox"/>	Pick up gown, cap or group order items
<b>April 5, 2022</b>		<b>MEETING 7:00pm</b>
May	<input type="checkbox"/>	Print diploma (optional)
May	<input type="checkbox"/>	Email CHEMinistry event photos to yearbook contact
May 30, 2022	<input type="checkbox"/>	Send caption for yearbook (can be same as narration)
<b>June 3, 2022</b>		<b>Dress Rehearsal 6:30</b>
<b>June 4, 2022</b>	<input type="checkbox"/>	<b>Graduation Ceremony 2:00pm (seniors arrive by 1:45)</b>
Grad Reception	<input type="checkbox"/>	Return borrowed items
mid-June	<input type="checkbox"/>	Email graduation day photos to yearbook contact