



CHALC Graduation

Graduation Year Overview

Registration & Full Payment Due By - November 30!

Just some information to help you get started on a great year!

Although each CHALC graduation class demonstrates a unique personality, there are some things that stay the same from year to year. Hopefully this information sheet will give you a basic understanding of what to expect, what's expected and some ideas on how to make the most of this year.

Basic Graduation Timeline (Just a guide...exact deadlines are subject to change.)

June	CHALC Board begins planning and preparing for the next graduating class.
July	Administrative tasks begun. Potential Keynote speakers contacted. Facility arrangements made Meeting dates set. First social planned.
August	Registration Opens. Kick-Off Graduation Ice Cream Social
Sept/Oct	First Planning Meeting. Committees Form. Committee work started. Monthly social.
Nov	REGISTRATION CLOSES AT END OF NOVEMBER. FULL PAYMENT IS DUE NOVEMBER 30 th . Monthly social.
Dec	No planning meeting. Monthly social.
January	Music selections announced. Choir/band rehearsal schedule will be set. Photos, Bio, Invitation and Gown info are all due. Tickets for the banquet are on sale. Monthly social.
February	Submissions for class speech accepted. Program bio's are written. Tickets are on sale for banquet and formal. Photos are being scanned. Invitations, caps and gowns ordered. Monthly social.
March	Submissions for class speech accepted. Grads proofread and approve bio and photo at planning meeting. Caps/gowns and Invitations are handed out. Tickets for the formal are on sale.
April	Information gathered and considered for WGAL's Luncheon representative. All program ads and congrat ads due for program.
May	WGAL "Honor Roll" luncheon representative announced. Rehearsal preparation/information.
May/June	GRADUATION DAY! A.M. band practice, mandatory rehearsal. Family/class photos - afternoon / Class photos, band practice before ceremony Graduate and enjoy ceremony. Reception, greet guests and CELEBRATE!!

Miscellaneous Items:

- Host a Social! Please consider helping our socials committee to plan and/or organize fun events to promote and develop relationships and make this a memorable senior year for our graduates.

- Perhaps you have a unique idea or skill/talent that you would like to use to assist us this year. Please let the CHALC Board graduation coordinator know how you would like to contribute so the CHALC Board can consider your ideas. We may call on you to help during the year. Thanks!

CHALC Graduation Committee Descriptions:

- Socials Committee:** Plan and facilitate monthly social events to build relationships among grads.
- Banquet Committee:** Assist with pre-graduation banquet includes menu, decorations and talent program.
- Music Committee:** Graduation Worship Team. Do you play an instrument or sing? Join the Music Committee. Assist in choosing a class song and worship songs for the ceremony.
- Ordering Committee:** Assist in choosing, ordering and distribution of roses, caps/gowns and invitations.
- Hospitality Committee:** Recruit greeter/helpers to distribute programs before the ceremony. Plan and arrange for set-up/decorations/signs for post graduation receiving line. Bring paper products for snacks at the monthly planning meetings. Arrange for facility set-up /clean-up as needed for monthly planning meetings and after graduation ceremony.
- Formal Committee:** Plan formal for grads. Includes menu, decorations, dancing and/or entertainment.