

2010 SMHEA Graduation

February Information Meeting

I. General Information Meeting about Graduation:

Location: Fellowship Church, 8000 Middlebrook Pike, Knoxville, TN 37909

Date and Time: Saturday, May 29, 2010, 6:00 p.m.

Rehearsal: Friday, May 22, 2009, Fellowship Church, - Time: 6:00 p.m.

Speaker: Dr. William C. Davis (Philosophy), Covenant College, Lookout Mtn., Georgia

SMHEA Membership Required: SMHEA subsidizes the balance of the cost

Everyone must volunteer to help in some way

II. Contact: we prefer to contact you by email, postal mail only if necessary (reduces expenses)

Our e-mail address: corygb@charter.net (865-675-3073, only if you can't email)

III. Theme Verse: Seniors will determine this at the March meeting, be prepared to make suggestions

IV. Graduation Day Information

1. Each family is asked to bring one **2-liter drink** for the reception; this will be in addition to the punch that is served. If your drink is not used and you want it back, then please put your name on it.
2. There will be **display tables** set up in the hall between the reception room and the auditorium. You can make a photo display of your graduate; have a memory book available for friends to sign, etc. **PLEASE label** all items in case you forget them and we need to return them to you.
3. There will be several areas decorated where you may take pictures of your graduate and/or family members. You may use these areas before or after the ceremony. **ALSO**, there will be an opportunity to take a picture of the entire group of seniors before the ceremony (outside) and after (in the sanctuary).
4. Photography equipment - **please label** with name so if you leave it, we can return it.
5. Student musicians - **please label** your music, in case you leave it, we can return it.
6. This is a large auditorium; feel free to **invite anyone** you want to the ceremony and reception.

V. Committee Assignments:

Planning Tasks/Assignments/Volunteers: Each family is asked to volunteer for **one** area, sign-up will be at the March meeting.

Program needs: Students to be speakers, musicians, lead prayers, introduce the speaker

- A. ***Speech Auditions Committee:** evaluate speeches (tryouts late April, details in March)

Speeches: Possibility of two speeches (each lasting 3-5 min., no longer)
(Speeches must also be presented in writing at audition)

+One could be by a senior & parent on the joys/trials of homeschooling, to encourage those coming behind to continue the race.

+One by a senior to encourage/challenge the Senior Class for the future.

- B. ***Music Auditions Committee:** evaluate musical presentations (tryouts late April, details in March) Musical: Instrumental and/or vocal presentations, usually classical or Christian, a few of them will be chosen to be in the program, the rest will be the prelude before the ceremony.
These do not have to be solos.

PLEASE NOTE: If your senior is trying out for a speech, you **CANNOT** be on the Speech Audition Committee. Same goes for the Music Audition Committee. Each committee will have 3 - 4 judges.

- C. ***Program Development Committee:** lay out how the program will flow, will go by past programs for suggestions, some information will be received from Music/Speech Committees (aim for a 1½ - 2 hour time frame). We already have a speaker and a pianist for the processional and recessional.
- D. ***Program Design Committee/person:** lay out the physical program for printing.
*- these committees will have copies of old programs provided for ideas
- E. **Cap & Gown Committee:** Two Parents to assist today with ordering caps and gowns (late April) Four parents to assist handing out tassels before the ceremony and see that the dressing rooms are locked. After the ceremony unlock the dressing rooms and make sure that the rooms are clean.
- F. **Ushers Committee:** need six men for this job, plus six brothers (juniors or sophomores)
- G. **Clean-up Committee:** Need a coordinator and several helpers to oversee the different areas, **HOWEVER, ALL** graduation families are to help with clean-up. The only jobs the church janitors should have to do are vacuuming and cleaning the restrooms.
- VI. **Cap and Gown:** Royal Blue, Blue Tassel with gold year marker (There will be an opportunity to somewhat customize the tassel)
- A. **Ordering will be Next Meeting** – Fill out form. Cash or check made payable to **Balfour**
- B. **Graduation attire** under cap & gown:
Guys: Dark slacks, dark socks, dark dress shoes, dress shirt and tie.
Gals: Nice dress or skirt/blouse, closed dress shoes or sandals with strap around the back of the foot, no mules. You will be moving up and down steps, we do not want you to trip.
- B. If performing music on the program: dress up. (You may wear your gown if you want)

VII. Graduation Fee: \$150., fee may be reduced to \$120. IF your family has been members of SMHEA at least three years of your senior's high school career. The SMHEA Board will verify our list for the discount.

This is a policy enacted by the SMHEA Board in November 2005. The fee includes reception costs, facilities rental, and expenses/fee for the speaker, etc.

Fee is **due at the March meeting**, cash or *checks made payable to: SMHEA*. The payment of the fee is your commitment to participating in the graduation program.

VIII. Personal Responsibility:

Class rings (if wanted, call around to locate a local jewelry store to order)

Invitations (much cheaper to design and print your own, see samples)

Diploma: Parents will do the actual presentation of the diploma

(Get from umbrella school or design your own.)

Senior Portrait: see handout for Photographer suggestions

Videos of the ceremony – Can be done if someone is willing to set it up.

Photographer - Lee Cox, a professional photographer has been at the last two graduations.

He provides hundreds of graduation photos and family settings on a cd for about \$30 if enough families are interested. You have a license to print any of the photos.

IX. Senior Banquet or other Senior Fellowship Activities

If you want to have a banquet, then you will have to plan it. (SMHEA cannot handle the money, etc.)

If you want to have any casual get togethers, then you can plan them and we will send the invitation through email for anyone wanting to participate to contact the coordinator.

NEXT MEETING:

1. To be held, **Monday, March 15, 6:30 p.m.**, at Christian Academy of Knoxville in the Commons room in the High School building (same as tonight).
2. The seniors will determine the **Graduation Theme Verse**
3. Seniors will be able to **sign up for speech and musical auditions** that will be held in late April.

Note: if you are still unsure about participating in the speech or musical auditions, you do not have to sign up, just show up at the auditions. However, we would like to have a general idea of how many will be auditioning.

4. The **graduation fee** is due.
5. Our Third meeting is scheduled for **Monday, April 12** (date may be adjusted to accommodate cap and gown delivery).