

**Prepared by the Upper School Committee
Marshall Parent Organization**

**Graduation “Count Down”
Parent To Do List**

Junior Year

Early Spring/Summer:

- Make Appointment for Senior Class Picture – call favorite photography studios early. Sitting fees can range from \$40 -\$200. The studio will keep the proofs on file for at least a year or more – in case you need to order more later in the year!
- Watch for sales of paper goods in “school colors” – start planning ahead for next year.

Senior Year

Fall

- Submit senior photo for yearbook to school – watch mailings with instructions on when/where to get it in by. Photos are usually due by mid-September.
- Help your senior put together a senior half-page. These are usually due in mid-October. Information will be distributed at the beginning of the year.
- Parents may buy ads for the yearbook. Information will be distributed at the beginning of the year. Parent ads are usually due by Thanksgiving.

November/December

- Review your holiday card list for Grad announcement/party invites.
- For long distance relatives- let them know the date of graduation (check school website) so they can make early travel arrangements.

January

- Graduation orders taken during this month. (Jostens) – hang onto the receipts with contact numbers if you need more thank you’s or return address labels. – They will accommodate small orders like that!

February/March

- Start talking to other friends/Marshall neighbors if planning parties along with them or on the same weekends (you’ll get more kids to come!). Reserve facilities soon if you’re not having it at your home and/or reserve any rentals that you may need (tents, tables, chairs, etc). Make sure the date gets on the Marshall School “Party Board” – the kids know where this is.

- Start getting pictures together for picture board or scrapbook (the week before the party gets a little hairy!)
- If you have out-of-town relatives that will not be staying with you - book hotel rooms as needed.

April/Early MAY

- If using a professional baby-picture for announcements OR for party invites – get permission (or “release” to use the photo) from the photographer.
- If ordering cake from a smaller (specialty) bakery – put your order in soon - they may only do “so many” cakes/season.
- Talk to caterers so your event is on their calendar - compare prices!
- Mail out “Official Announcements” - Start planning your own menu – shopping for sales. Buy paper products early so you are not “scrambling” closer to your event.

MAY

- Don’t forget there are also the Senior Class Party and PROM to plan for this month as well.
- Parents are invited to attend the senior project presentations.
- Depending on your party date – invites can go out 2 to 3 weeks ahead – so people can put in on their calendar. (Out of towners- may require up to a month – so plans can be made to attend.)
- If you are having a party in your home – have someone HELP you in the kitchen OR do some butlering (checking bathrooms for TP – picking up used plates/napkins, or checking the coffee pot)
YOU WILL BE BUSY GREETING & MEETING!!
- If your student needs a college physical, especially if doing sports – don’t forget to make an appointment soon. - - Please ask for information on the meningitis vaccine – and get one before going away.

JUNE

- Invitations (see above): note that invitations to your event should be separate from the announcements – however, some people combine the information.
- Have your grad keep up with the thank you’s. If he/she gets too far behind- it may seem like a huge task!

Graduation Footnotes:

- **Baccalaureate** is the Saturday before Graduation. It is usually at 4 pm in the afternoon. – Listed on the school website – Immediately following the service is the senior slide show and presentation of caboose awards to those whose youngest child is graduating from Marshall. You need to keep this in mind if you are planning a family get-together that evening OR if you have selected that night for the party that you planned. (The event is really 2-3 hours long.)

Graduation is Sunday afternoon

- Please arrange for babysitters for children 2 and under – a crying child can be very distracting to the students who are giving speeches.
- The graduation ceremony begins at 3:00 p.m. The doors will open at 2:00 p.m. and you can reserve seats at that time for your family
- Your grad should know when to be at school for the class picture that afternoon before the ceremony begins.
- There is a reception that will follow – have your camera ready.
- The school had the graduation video-taped (first time in 2004) – and a CD of the event could be purchased (this took a lot of stress out of the day)
- The gowns are yours to keep.

JULY

- The college that your student has chosen will usually have a listing of items needed for the dorm – Watch for sales and start working on that list – time will fly and also items will be “gone”.
- If you need a trailer – don’t forget to reserve that as soon as you have a date - this is also “moving season”.

(Resources: Jostens website)

This is just a suggested timeline – to give you a “heads-up” of what is to come in that year. Adjust it to your needs and don’t forget to savor the moment and have FUN with it!! Congrats on your senior’s graduation.

Pam Franklin, Upper School Chairperson
2-05