

## GRADUATION PREPARATIONS

1. **Senior Awards night will be held on Monday April 26<sup>th</sup> at 7pm in the auditorium.** If your student is receiving an award you will receive a letter from the guidance office notifying you. The program is open to all in recognition of the hard work and accomplishments of many of our students. We ask that all seniors turn in the form, which they received in class March 29<sup>th</sup>, asking for their information regarding any scholarships that they have received. This needs to be turned into Mrs. Carpenger in the Building 8 office by April 19<sup>th</sup>. These accomplishments will be announced during the program.
2. Herff Jones will be on campus to deliver caps and gowns on May 20<sup>th</sup> and 21<sup>st</sup> during both lunches. **We have seniors that have not ordered yet.** Herff Jones will have caps and gowns available during these two days for seniors who did not pre order. This will be your last opportunity to purchase a cap and a gown. Make checks payable to Herff Jones.  
Cap with tassel and Gown = \$88.89 (includes grad fee \$40.00, late fee \$20 and 7% tax)  
Grad Fee only = \$40.00  
Tassel only = \$8.83 (includes tax) Grad Fee, cap and tassel = \$60.87 (includes tax)  
If you are wearing a previous graduate's cap and gown you must pay a graduation fee of \$40.00.
3. Please remember to pay any debts or settle any obligations to insure there are no problems before graduation. **Students will not be allowed to graduate until these obligations are fulfilled.**
4. Graduation rehearsal will be **June 4th at 10am** in the Lake Brantley auditorium. To insure a successful and memorable ceremony, all seniors are required to be there. Graduation tickets will be given out after rehearsal on June 4th. **You must show your I.D.**
5. Seniors taking **Florida Virtual School** classes must submit completed transcripts to Mr. Trybus by **1:00 p.m. on Friday May 14<sup>th</sup>, 2010.**
6. **Final Transcript** forms will be passed out during senior exit surveys. The students need to fill out a **form** for **each** school that needs a final transcript. In addition, a final transcript form should be filled out for scholarships and personal use. Requests for personal use will not be available until **1 week after graduation.** This is the student's responsibility to ensure all final transcripts are requested.
7. **Appropriate dress for graduates is required.** All graduates will wear a blue cap and gown. Boys will wear dark navy or black pants, white shirt with collar, dark tie, socks and dark brown or black dress shoes. Girls will wear a dark navy or black dress with dark brown, navy or black flat shoes (due to the steps up and down from the stage). We recommend that girls pin their cap so it will not fall off. Please see diagram for proper dress that is included in this packet.

## GRADUATION ETIQUETTE

**Although this is a joyous occasion, proper decorum at graduation would be the same behaviors expected at a theatrical performance, church service, or wedding, as opposed to a rock concert, pep rally, or ball game.** When noted guests, administrators or class leaders are speaking, there should be no disrespect in any way, i.e. loud noises, conversations or derogatory outbursts. Upon the announcement of names, appropriate acknowledgment with applause should be used to recognize the graduate. Continued noise, such as cat calls, detracts from the next graduate's name and slows down the process. It is the responsibility of graduates to inform those whom they invite to the ceremony of the expectation that each ticket holder should respect the dignity of this ceremony and observe proper etiquette. Any items brought to graduation, such as signs, coolers, noisemakers, and laser lights which might detract from the occasion are unacceptable. They will be confiscated. The school reserves the right to remove disruptive guests from the arena. It is very important for you to take responsibility for each person in your party, as their behavior is a reflection upon you and your graduate.

## SEATING ARRANGEMENTS and TICKET INFORMATION

1. Please be selective about whom you invite to attend graduation. It will last 2-1/2 hours. Movement will be restricted by seating arrangements and because of special lighting.
2. **Each senior will be allocated tickets (up to 8).** The names and relationship to the graduate (i.e. Jane Smith, mother; Dan Smith, father) for each ticket must be turned in on the enclosed form to Mrs. Carpenger located in the Building 8 office by May 14 th. Tickets will be dispensed after graduation practice on June 4th. **You must show your I.D. to receive your tickets.** Only people with tickets will be allowed to enter graduation.
3. If a hardship exists with family members numbering more than 8, you may petition for more tickets by sending a letter and \$1.00 for each additional ticket to Mrs. Carpenger in Building 8 by May 14<sup>th</sup>. Tickets will be allocated on a first-come, first-serve basis. There is no guarantee your full request will be honored. Seating will be limited to the lower bowl only.
4. There are approximately 6500 seats available. Seating is on a first-come, first-serve basis. In fairness to others, we must ask you to arrive with your full party at one time, and not send someone early to reserve seats. (Please note there is a reserved section for Lake Brantley High School staff only.)
5. Handicapped seating is available at the top of the seating area. One person may accompany each ticket holder in the special seating area.
6. **The doors will be opened at 8:00 a.m.** Due to the need for increased security, each bag (purse, camera case, briefcase, etc.) will be searched. Please have bags open as you enter.

## GRADUATION DAY PROCEDURES - AMWAY ARENA

1. Graduates are to arrive by **7:30 a.m.** and report to their appropriate line-up area by **7:45 a.m.** on graduation day for check-in and line-up. Appropriate line-up instructions will be furnished at graduation practice. Please do not bring purses, cameras, or anything you need to carry to the back stage area as there is no place to secure valuables. Only those who report for check-in will be announced at the ceremony. ***Be there on time!***
2. There will be no access to the stage or graduate seating during the ceremony. You are welcomed to photograph from your seat. Professional video-tapes and DVDs will be available for purchase. An order form is included. Bob Knight photographers will mail a small proof and order form to your home for the professional still photograph. Please take advantage of these opportunities.
3. Our certified trainers will be present to assist in the event of medical emergencies.
4. Traffic control and security will be provided by law enforcement officials.
5. Diplomas will be distributed after the ceremony. Exact location will be provided at graduation practice.
6. **The City of Orlando charges \$10.00 for arena parking. If you travel with your graduate in the same car and park in the designated area for grads you will not be charged to park. This is recommended so that the grad can give you their personal items.**

# Lake Brantley's Graduation Attire:

## WHAT NOT TO WEAR:

Do not wear your mortarboard tilted to the side! Do not write on your mortarboard!

Do not wear excessive or large jewelry! Do not chew gum! Do not wear patterned, colored, or turtleneck shirts!

Do not wad up your gown in bag! Do not bring gown on hanger to ceremony.

Boys should not wear plaid slacks or shorts of any kind! Girls do not wear bright colored dresses or slacks!

Do not wear tennis shoes, extremely high heels, or flip flops!

Do not bring purses or cameras backstage. There is no place to store valuables.



## WHAT TO WEAR:

Boys wear WHITE collared shirts only! Tie should be a dark color,

Wear your cap straight with the tassel on the left. Girls should pin cap.

Be sure you are well groomed and hair out of your face for pictures. Smile! It's a happy occasion.

Stand up straight and walk with pride. This is an honor you deserve!

Store your gown with care after ironing. Carry gown in on your arm. Put it on after you arrive to keep it wrinkle-free.

Boys wear black or navy solid slacks. Girls wear simple navy or black dresses or skirts and tops.

Boys wear shoes and dark socks. Girls wear sensible dark shoes with low heels!

