

Carlisle Public Schools Graduation Program Subcommittee Guide

Remember to keep all of your receipts and be sure to have the PTO Tax ID form with you when you make purchases. This will mean you will not pay Massachusetts retail tax on your purchases. The class treasurer will reimburse you, but not for any tax. Ask the co-chairs for the Tax ID form.

Budget: The Graduation Co-Chairs will have this number for you.

Timeline: April through graduation day

Overview: This is a job for someone who loves detail. Work with the Middle School Principal to obtain final list of graduates and approve final draft, work with printer to establish deadlines and delivery date, to be sure that there are programs for the graduation ceremony.

April

- Contact printer with graduation date to verify they can handle job and to work out the timeline, determine when printer deadline and delivery date. Set pick up date of programs for 2 days prior to graduation.
- Get electronic copy of prior year's graduation program from Graduation Co-Chairs
- Ask the Co-Chairs for the graduation program template to update. See program editing notes below.

June

- Contact School to get final list of graduate names as they wish to appear on the diplomas
- Ask Marcella Pixley (8th Grade ELA Teacher) for an inspirational quote to use on the cover of the graduation program
- Coordinate with Ticket/Invite Subcommittee to verify timing/date/rain plans
- Edit prior year's graduation program with any changes needed, including list of graduates, and drop off or email edits to printer
- Have Carlisle Middle School Principal "proof" the draft program
- Order 350 printed programs

Day Before Graduation

- Deliver programs to Graduation Ceremony Subcommittee Chair

Day After Graduation

- Send receipts to class treasurer for reimbursement. If you chose to pay via invoice, please alert the Class Treasurer of the invoice total and that they need to be in contact with the PTO as Concord printing is going to mail the bill to the PTO address in late June, early July.
- Update Committee Document for any changes going forward and email to Graduation Co-Chairs

Notes, Contacts & Vendor

Information Sources:

- Middle School Principal: List of graduate names as graduates chose their names to appear on their diplomas
- Middle School Principal: 7th Grade Marshalls, Class Speakers (2), Class Gift (2) and Yearbook (4)
- Concert and Symphonic Band Director: Title of processional piece, confirm National Anthem will be played, Class Tribute piece, and recessional piece
- Choir Director: Class Tribute piece

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Program Editing Notes

- Start by coping the template and naming your copy for your graduating class.
- Tab through the pages and update the information you need to update. The Middle School Principal is your best resource.
- The title font is Zapfino, Hex Color (HSB Sliders: Hue 207, Saturation 97%, Brightness 56%)
- The other font is Optima, (HSB Sliders: Hue 51%, Saturation 90%, Brightness 66%)
- Program page: Outside left - 'Special Thanks' is 36pt, other font is 17pt as is the space between lines
- Program page: Outside right - 'Eighth Grade Graduation Carlisle Public Schools' is a graphic found at the bottom of this document, 'Class of 20XX and the date are 27pt, the quote should be whatever size font allows you to fit the quote
- Program page: Inside left - 'Graduation Ceremony' is Zapfino size 20pt, other font is 10pt, with 7pt spaces between lines
- Program Page: Inside right - 'Class of 20XX' is 20pt, other font is whatever size allows you to fit all graduate names in two columns

Printer:

Concord Printing
84 Thoreau Street
Concord MA 01741
978-369-4630
Dani service@concord-printing.com

Notes from 2019

Sandy Eisenbies, disk4fun@me.com

- \$345 printing, \$45 folding = \$390 total cost
- (In the past Concord printing has done the typesetting which added approximately 100 to the above bill)
- The program file is created in InDesign and we have a PDF copy which I edited ..We can get the original file just by reaching out to Concord printing. (*2020 edited the program in Word. Templates are in the Graduation Files.)
- Suggest we use the same graduation format each year.
- Printed 400 programs at Concord printing we had approximately 68 programs left..
- To make up comparison from year to year we should have the number of tickets requested
- And state if it was inside or outside (our year inside) Might affect the 68 left over
- Concord printing is going to mail the bill to our PO Box in late June early July. I don't know who checked our PO Box but they would need to watch for that.

