

2020 Graduation Budget Notes

The graduation budget for the class of 2020 includes all of the line items for a traditional graduation at CPS. Here are notes for each line item without and with COVID-19.

Tickets

For tradition graduation, rain is the limiting factor on seats as the ceremony will be held in the auditorium and can only hold a certain number of people. Since the weather isn't know until a day or two before, families are asked to reserve tickets (seats) just in case it rains. If it doesn't rain, families can bring as many people as they would like.

For COVID-19, we had to make sure the graduate families (one car per family, or two cars for two household families) and for teachers. So we did ask for reservations.

Programs

Concord Printing was excellent, and a nice local - family owned - business. They can edit and print, or just print. They know the paper to use and the colors. Note that you need to pay for every service. We saved a bit by editing ourselves. Templates are in the Google Docs. Tradition graduation needs more programs than COVID-19 graduation.

For COVID-19, we only ordered 125 programs; 1 for each car.

Ceremony Chairs

Traditionally graduation rents chairs - paid for by the graduation committee. They run about \$500. Reserve them and ask for last date to cancel for rain. This can get the \$500 back if it rains. Also, ask Rob Fortado if there are chairs available. Some were unearthed for 2020 Town Meeting, they are not beautiful, but they're free!

We did not need chairs for COVID-19 graduation.

Flowers

Traditional graduation has a large floral arrangement in front of the podium. It is purchased from a florist CPS has used for years (see Flower Notes). They also loan CPS some large ferns for the stage. We can pick them up or they charge delivery/pick up. The floral arrangement is used at the reception too.

COVID-19 Graduation was scheduled for Wednesday, June 17 with a rain date of Friday, June 19. Since we didn't want to purchase flowers and then have them wilt if it rained, we purchased two patio pots of flowering plants for either side of the podium at Lowes. They were beautiful and we gave them to the host families to thank them for allowing us to use the field.

Photographer

The photographer only charges those who go for a sitting. Typically he will also come to take individual pictures as students receive their diplomas, and a group photo. He offers to sell these images directly to parents and guardians. We tried to see if we could find an

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alternative photographer as the one CPS graduation has used for years suddenly upped his prices for the 2019 graduation. It was not an issue this year because none of the photos he usually takes were taken.

Pennants

Wanting something for the students to wave as they heard their friends names being read at the COVID-19 graduation, we ordered pennants. They were expensive because we needed to rush delivery. (Should have order3d earlier!). They were a nice addition to the day and a nice keepsake for the graduates.

Reception

This is the reception that follows the graduation ceremony. In recent years they order pizza, fruit platters, cheese and crackers, cookies and a large cake. Usually from Costco. There was always a lot of food left over. While we didn't have a reception in 2020, we were planning to reduce this reception to just the large cake, fruit platters and cheese and crackers. It would have reduced the price to \$300-400, and saved all that left over food.

Video/Slide Show

The video/slide show is created by parents/guardians. Traditionally this slide show is played in the auditorium after the graduation reception. Students have been given a copy on a CD or memory stick. This year families were able to download the video from the school website, with a link sent by the principal. (This saved \$500!)

This was done just as it would have been done for traditional graduation for COVID-19. It was presented in conjunction with the Writing Treasury, which was a lovely combination.

Class Gift

The teachers work with students to identify the class gift. The graduation committee gives the teacher the dollar amount.

Writing Treasury Coffee

Traditionally, this coffee was called the 'Writing Treasury Breakfast'. But reports were that families were less interested in the food than in the treasuries! So the 2020 plan was to greatly reduce the breakfast to a coffee. The menu was to be cut down to donuts and muffins with coffee and tea. This would have reduced the cost a bit.

The gathering didn't happen for COVID-19. But Marcella ran a beautiful Zoom gathering, and presented the video/slide show as part of the gathering. It was very nice.

Legacy Tile Project

2020 was the first year for the Legacy Tile Project. See description below. Funds came from two grants; PTO and Carlisle Cultural Council. It is unlikely that either organization will honor another grant proposal. So the funds need to be factored into the graduation committee budget each year. The general cost should be between \$500 and \$600. It was a great addition, especially in the year of COVID-19.

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The Legacy Tile Project is for 8th graders to paint a 6x6" tile with a theme provided by Marcella Pixley. Once the tiles are painted and fired they are installed in the hall of the middle school. 2020 was the first year, each subsequent year's tiles will be installed next to the previous year's tiles to create a legacy wall.

Community Service Clean Up

Traditionally the students spend some of the day before graduation preparing the campus for graduation. General clean up and spreading mulch around the school gardens. Parents coordinate this. In 2019 the teachers hosted a lunch after the work was done.

We did not do the campus clean up due to COVID-19.

Faculty Hosted Lunch

In 2019 the faculty organized a 'catered' lunch from Chipotle, this was paid for by the graduation committee. The Class of 2020 held a school wide tee shirt sale to pay for this lunch, earning about \$800.

The lunch didn't happen in 2020 due to COVID-19.

DC Scholarships

In 2020, the Business Office at the school kindly split the cost of the 5 scholarships that students requested to attend the trip to DC. Unfortunately the trip was cancelled and we only received a portion of the scholarship money back from the travel company.