
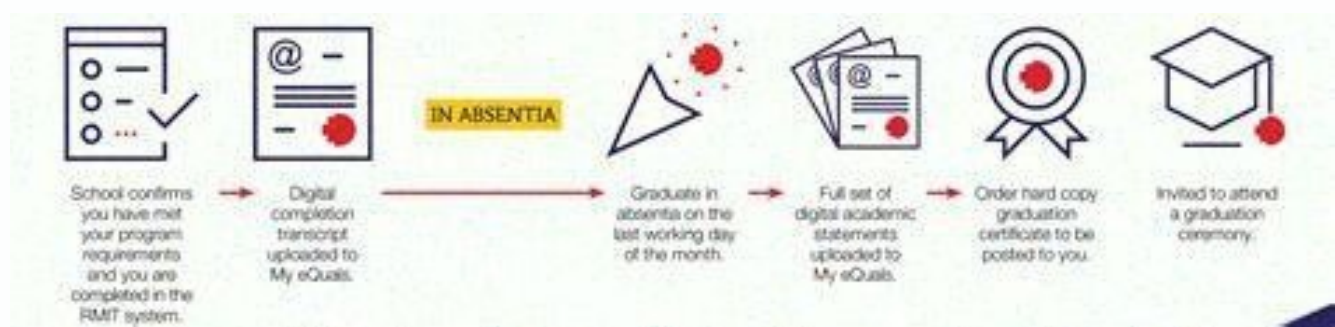


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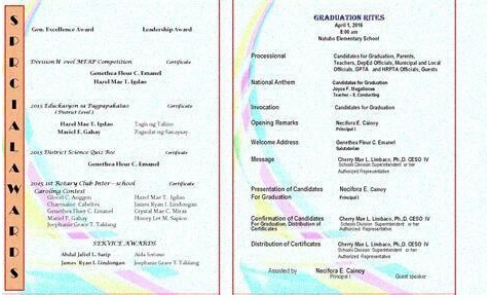

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This will also be the order that names will be called to go across the stage to receive this honor. At exactly 1:00 o'clock in the afternoon, parents, students, teachers, administration and guests should be in their designated lines for the processional. Procession: The order of the processional will be as follows: Candidates for Graduation together with a parent/guardian Candidates for Graduation with Awards/Honors together with parent/guardian Faculty Members (JHS/SHS) Non-Teaching Staff Administrator Representative from the Division Office and Guests Commencement Speaker Teacher who will introduce the Speaker / Alumni Representative Students who have parts in the program. The Colors The processional should be in methodical (systematic, disciplined, orderly) manner. The flow of the processional will be as follows: Copernicus Taylor Taylor Darwin Whitney Volta Wilbur STAGE Copernicus Darwin Aristotle whitneyAristotle VoltaWilbur Colors Teachers SH, NTS, Guests and Other People who will be in the Stage Only one parent will accompany the graduate. The seat number of the students (S1, ...) and parents (P1, ...) in the holding area will also be the same in the Activity Area The Administrator, Commencement Speaker, Alumni Representative, Representative from the Division Office, Guests and the students who has a part in the program will be on the stage. The

candidates for graduation and parents will follow this pattern: Students Students Parents Parents Note: — The students together with the parents/guardians will enter the Activity Area and proceed to their respective seats as marked by the arrows.



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— Arrangement of Sections will be by Tract/Specialization based on LIS arrangement. STAGE Faculty & Staff F a c u l t y S t a f f J A I C A — Student with awards will be seated in front of the other students. Parents of the students with awards will be seated in front of the other parents. — There should be space between parents and students seats. Ceremony: The Colors will enter and proceed up the stage. An overture of the Philippine National Anthem will play. The School Flag will be lowered. An overture of the DepEd Leyte Hymn will play. Candidates for Graduation will wear their regalla after the confirmation of graduates next to tossing of the tassel. The flow of the remaining parts of the ceremony will also be in methodical (systematic, disciplined, orderly) manner. Therefore, the Masters of Ceremony will only be on stage during the awarding of honor students. A picture of the VIP will be shown during his/her part. A teleprompter will be provided to guide the VIP.

An AVP will be shown during the introduction of the Commencement Speaker. During the distribution of the diploma, a new music will be played with recorded names of the candidates for graduation, address and names of the parents/guardian. A picture of the graduate will also be shown. The first class is gestured to stand and form a quiet, orderly queue preparatory to being presented with their diploma. For those seated on the left side (facing the stage), the flow below will be followed.

Students Students Parents Parents For those seated on the right side (facing the stage), the flow below will be followed. Students Students Parents Parents STAGE Faculty & Staff F a c u l t y S t a f f Faculty & Staff F a c u l t y S t a f f STAGE Start here Start here Clubs and Societies Volunteering HandbookGraduation Ball Programme 2012Graduation Ball Programme 2012Volunteering Projects HandbookStudent Volunteer Centre Student Led Projects Handbook 2012Students' Union Election 2012 (Manifesto, Latest Version)Students' Union Elections 2012Student Volunteering Centre Projects Handbook 2012Artemis Magazine - Autumn 2011 (Medium Resolution)Artemis Magazine - Autumn 2011 (Hi Res Version) Academia.edu uses cookies to personalize content, tailor ads and improve the user experience. By using our site, you agree to our collection of information through the use of cookies. To learn more, view our Privacy Policy.

Who's in Charge? If you are starting to think about organising your Graduation Ball it is always better to form a small organising committee. There are so many different aspects that need to be organised that it is too much for one person to do it all. Keep the committee small and agree at the start everyone's responsibilities. Begin by agreeing what type of event you want to have and once you have decide this - stick to it. You'll never please everyone so go with the majority vote. Venue The selection of your venue for your Graduation Ball or other event is probably the most important decision you will have to make. It does not necessarily follow that the most expensive will be the best option. You need to consider the location, capacity and package offered as well as cost. Location Is it easy to get to? Choose a venue that will be the easiest for the majority of the attendees to get to. The other benefit of this is at the end of the night there will be ample taxi and transport readily available. Visit your potential venues Once you know your requirements for your event you should pull together a shortlist of venues you think would work. You should carry out a site visit before making any decision. This should be arranged in advance with the Events Team at the venue. They will show you round the venue and they will be able to answer any questions you may have at this early stage. Make sure that you have thought about your main questions in advance but I am sure you will have others on the day as you go round - don't be afraid to ask. Package Most venues will have a package that they will offer you.

This is the most convenient option for you as it takes care of the key elements that you would want for your event but you can choose whatever elements work best for you. A package may include: Welcome drink 3 course meal with a glass or half bottle of wine per person Evening Entertainment - normally a disco Security Please note that it is important to read the details of any package offered to you carefully. In some venues you will find that they do not include any drinks in your package and they will offer you a separate drink package options. It is also important to check what else is included in the package - will they do the table plans, place cards if needed, table decorations etc. The more the venue offers the less you have to do.

Contracts & Venue Requirements It is not unusual for some venues to ask for what they call a damage deposit. If they do please ensure that you ask them what they consider to be covered.

It is also within your rights if they do require a deposit to ask them to inspect the venue with you before the event so you can check ahead of the event for any current signs of damage e.g. stained carpet. You will be sent a copy of what the venue calls either a BEO or Event Order. This is a summary of everything that you have discussed/selected/requested etc. You will normally be asked to check and sign this before returning to your venue. You MUST check this carefully and then ask another member of your organising committee to check & sign it with you. Once this is signed and returned it in essence forms the contract between you and the venue.

Within this form you should also find the payment schedule for your event. This will normally comprise of a deposit followed by either a couple of payments or it may be just one further payment in some cases. The person who signs the contract is liable for the full cost of that contract. Financial Responsibility & Avoiding Financial Issues This can be the most difficult aspect of organising and event. The Students' Union as such are happy to offer banking and payment assistance with this as long as the following guidelines from are followed: You should appoint 3 authorised contacts for the event. Funds can be paid into the SU by either cash or bank transfer by authorised contacts only. We do not have the capacity to handle individual student payments. All payment paid will be provided with a paper or e-mail receipt and a reference will be required for all online deposits Invoices from the venue and other suppliers can be paid directly by the SU however this is subject to their being adequate funds available and authorisation from all 3 contacts How to avoid the most common issues: Your ticket price should cover all costs of the event. Have a clear policy of no refunds in order that you ensure you have sufficient funds to pay the venue and suppliers. Ensure that your payments are in the SU in good time to meet the payment deadline set by the venue. Here are some of the more commonly used Edinburgh venues. Please note these are for information and not recommendations. BT Murrayfield Stadium 1000 capacity The Stables, Prestonfield House Hotel 550 capacity The Sheraton Grande Edinburgh 500 capacity The Balmoral Hotel, Edinburgh 450 capacity The Assembly Rooms, George Street 430 capacity Mansfield Traquair 360 capacity The Kimpton, Charlotte Square 300 capacity O2 Academy Edinburgh Chilliie Dhue Jamhouse While the SU doesn't have the resources to plan Graduation Balls we're always happy to help where we can. SU Contacts: General union@qmu.ac.uk Finance dhainey@qmu.ac.uk Events jgreenhill@qmu.ac.uk 0 ratings0% found this document useful (0 votes)162 views1 pageAI-enhanced title and descriptionclick to expand document informationThe document provides a detailed program flow for a graduation ball that includes the schedule of events from registration to the end of the dance. It outlines the opening prayers, speeches, dinner, games, raffle draw, ball awards, cotillion, and dancing. It also lists security rules and regulations for the event, such as inspecting bags for prohibited items like weapons or alcohol, prohibiting laser pens and outside smoking, and consequences for unruly behavior including removal from the venue.374340253-GRAD-BALL-PROGRAM-FLOWSaveSave 374340253-GRAD-BALL-PROGRAM-FLOW For Later