

GRADUATION INFORMATION

- 1 CSTHEA is a Christian organization. The Graduation will include prayers and hymns in praise of & honoring Jesus Christ
- 2 This is a cooperative effort between you the parents & unpaid volunteers who can't & don't promise perfection.
- 3 We believe & expect that most of you will honor & follow the Rules & guidelines for the Graduation.
- 4 The few volunteers directing the weekends' events must be assisted by additional volunteers some of which you may have to provide.
- 5 We ARE NOT selling & You ARE NOT buying a "service or product"
- 6 The Volunteer Services we do provide do not relieve you of any effort or responsibility on your part.
- 7 You ARE contributing towards the expenses incurred by CSTHEA.
- 8 The expenses typically EXCEED the graduation fees received , and CSTHEA covers the deficit.
- 9 Expenses Include Diploma, Cap, Gown, Tassel, Decorations, Reception Refreshments, Facility Fees, Speakers' Honorarium, Graduation Programs, Roses, etc.
- 10 The Diploma is a memento of the event and NOT an actual or official Diploma.
- 11 Please fill out the Sample Diploma **LEGIBLY and EXACTLY** as you want it to be filled out.
- 12 Tucker Photography is typically present for photographs you may desire. Purchase and payment arrangements are between you and the photographer.
- 13 Only the name of the graduate and his parents will be read from the podium.
- 14 We do not want to have to edit the Bio's so please observe the guidelines.
- 15 If we have to edit, then you get whatever we write or it may be omitted entirely; we do not have the time to go over each Bio on the phone.
- 16 We will try to include a page listing graduates and Major Honors & Awards they have received during their Senior year.
- 17 The Awards List will of necessity be short & brief.
- 18 No Refunds will be made except at our sole discretion. We would take into consideration the circumstances surrounding any request for a refund.
- 19 The graduate typically walks the aisle with parent(s) or guardian(s) from the foyer to the front.
- 20 Please make sure family and/or friends with young children are aware that they are responsible for removing them from the auditorium should they start crying or become disruptive.
- 21 Everyone MUST Behave in a Respectful Manner. We would like to be able to use the facilities again. We don't want anyone to do anything that might offend the church staff or its members.
- 22 DO NOT Throw your Cap inside the church as it may hit expensive & dangerous lights overhead or people sitting nearby.
- 23 We HOPE to have Volunteers from the Junior Class do all of the decorations for the reception. However, this depends on getting enough volunteers. If we are short of volunteers we will require the family of each graduate to provide a single volunteer for the decoration.
- 24 Volunteers you list on the registration form are required for the Decorating and Clean-up.
- 25 You are responsible for your own invitations
- 26 You are expected to monitor the newsletter and your e-mail for any announcement of a change in location or any other changes.
- 27 Those who want to sing, speak, or play an instrument must let us know on the Registration form.
- 28 The details of what the graduate proposes to sing or play must be sent to us by e-mail by Feb. 1 separate from your biographical sketch.
- 29 We encourage those not chosen to perform in the Graduation Program to attend the Banquet where they could have the time & opportunity to perform.
- 30 Those Performing at the Banquet will still have to pay for admission and get their proposed performance reviewed & approved
- 31 You Must send an E-Mail to Mrs. Lynn Smith at tleca1@comcast.net & to Gary Hargraves and gary@csthea.org
- 32 The E-Mail Must have "Banquet Performance Details" in the Subject Line
- 33 Banquet seating will be assigned "first come first served"; so get your payment in early and watch the newsletter for details.
- 34 No programs will be given to anyone under 13 years old.