



PREPARE YOUR GRADUATION CEREMONY

Your students have worked hard for this moment, so make sure you celebrate in style! Utilize the checklist and additional tips below to create a graduation ceremony fit for your students' monumental achievement.



STUDENTS

- Invite students and their families
- Buy or Rent caps and gowns
- Have students arrive early to understand their role in the ceremony
- Invite all currently enrolled Excel Adult High School students so they can join the celebration
- Ask students to speak to the press and share their stories



EVENT PROMOTION

- Invite local press
- Notify Gale (we would love to attend)
- Have a designated trained library staff member available to talk about the program
- Ask students to speak to the press and share their stories
- Get a photo of the graduates and the library director/program manager



CEREMONY

- Reserve space/stage
- Invite local stakeholders (mayors, city officials, business community leaders, etc.)
- Invite local community college deans
- Provide light refreshments
- Connect with Excel Adult High School to ensure student diplomas will arrive on time
- Hire a photographer/videographer or live-stream the event
- As students walk across the stage, invite them to say a few words about their future plans



SUGGESTED CEREMONY SCHEDULE

- Procession of graduates
- Greetings from host of the event
- Guest speakers (government officials, business leaders, community college deans)
- Presentation of diplomas
- Finalities
- Exit procession
- Time for graduates, families, and other guests to mingle



- Consider having a minimum number of students who will participate in the ceremony (three or more is ideal).
- Utilize the press release template and media alert from the PR Toolkit on the Gale Support Site.
- Develop a career/college next step event as part of the ceremony. You can have business, community, and college leaders available to answer student questions.
- Develop invitations for students to invite loved ones. There are many free platforms that allow you to build your own designs. Below are a few examples created using Canva.

