

## Information Sheet

- Graduation Ceremony:** Harbour View High School: Friday, June 24<sup>th</sup>, 2016, 6:00 pm  
The doors will open at 5:30 pm  
If there are family members who have mobility issues, please let us know well in advance (Office: 658-5359).
- Other Related Events:** **Prom:** Tuesday, June 21<sup>st</sup> – Lily Lake  
**Dinner:** 5:00 pm – 7:00 pm for graduates and dates  
**Grand March:** 7:00 pm– 8:00 pm - Outside (rain plan is in place)  
**Dance:** 8:00 pm – 11:00 pm  
**Cost \$30.00** (depending on fundraising)  
**Last chance to buy tickets for prom is June 10<sup>th</sup>**  
**Safe Grad:** Following grad ceremonies, Friday, June 24<sup>th</sup> - Place/Cost - TBD
- Rehearsal:** **Wednesday June 22<sup>th</sup>, 1:00 pm in the auditorium.** Any graduate who plans to be on stage for the ceremony must be at rehearsal. Expected duration is two hours, so please be on time. **Mr. Morgan will be distributing tickets at the rehearsal only.** All accounts must be in good standing – athletic, student fees, books, etc. Each graduate will receive three tickets: extra tickets will be distributed as fairly as possible. Your guests must have a ticket to gain entrance to the ceremony as seating is limited and restricted by fire regulation.
- Dress for the Ceremony:** Remember two things:  
1. It is a special night. Dress appropriately.  
2. It will be hot under the gowns and the lights: avoid sweaters.
- Men:** No jackets required, but wear a light dress shirt and tie, dark pants (not jeans), shoes (not sneakers) and dark socks (not white). Try to avoid running shoes.
- Women:** Keep it simple and elegant. Avoid fussy jewelry and hair adornments. Dress sandals are fine, but avoid flip-flops.  
  
Avoid any scented products, perfumes and after shaves (like Axe). Remember that after you return your gowns, you will be guests at a reception *in your honour* hosted by the *alumni*, so dress accordingly.
- Cap & Gown:** Fee: \$30.00. This should have been paid by now. See Ms. Smith in Guidance. **The last day to pay is February 26<sup>th</sup>, 2016**  
Collection: Gowns may be picked up from the main cafeteria on the night of the ceremony from **5:00 pm** onwards. You must be dressed in your gown and be in your assigned room by **5:30 pm** ready for the processional. The cap and tassel are keepers, but the gown must be returned to the cafeteria following the ceremony and picture-taking.
- Processional:** Stay downstairs, take advantage of the bathroom facilities and be in the correct room by 6:00 pm. Rooms used are 108, 119, 120, 121 and the cafeteria. Your name will be posted on the door.
- Recessional:** The audience will have been instructed to remain standing until you and other platform guests have exited the auditorium. Do not stop; continue out the front doors and re-enter the school by the greenhouse doors. If you stop there will be a bottle neck in the main hall. Your family will be moving towards a reception in the gymnasium.
- The Actual Ceremony:** ***Manners please.*** You are on display and you are being videotaped. Your good manners will enhance the evening for all. No gum-chewing. Absolutely no electronic devices (cell phones, i-pods, etc). Listen politely to all the speakers. Those in the front row be mindful of your legs, do not sprawl. Sit up straight with your feet together. It is rude to talk. Be happy for your friends and classmates who are winning awards and give them your attention and applause. Stand at attention while singing ***O Canada*** and ***God Save the Queen***. Keep your arms straight at your sides and look out at the audience.  
  
***Diplomas:*** If, by mistake, you receive the wrong diploma or award, graciously accept it and we will sort out the error after the ceremony. If you do not go to graduation, the main office will be open June 27<sup>th</sup> or 28<sup>th</sup> and then again in mid-August for you to pick up your diploma.
- Don't forget to bring your safe-grad change of clothes and a camera.**