

2019 NETHEA GRADUATION INFORMATION PACKET

www.NE-THEA.org

Revised 6-30-18

Please read through this information *thoroughly*. All parents and students of the graduating class organize the NETHEA graduation. Your graduation ceremony is dependant on your contributions!

***Graduation Ceremony:
Saturday, May 18, 2019
10:30AM
Celebration Church, Blountville, TN***

***Early Discount Deadline
Postmarked by October 31, 2018
\$70.00***

**Application Fee \$85.00
Due November 20, 2018**

Later Applications only accepted on a case-by-case basis, if space allows.

- **GRADUATION LEADERSHIP**

- **NETHEA 2019 Graduation Coordinators**
JR and Paula Augustine, paulajaugustine@gmail.com 423-483-3729 (cell)
Junior Parent Assistant Coordinators - Krista Billings and Louisa Richardson
- **Team Leaders – YOU!**

Steps to Completing Graduation Application:

1. **Complete NETHEA Membership:** All families who wish to graduate with NETHEA must be a current member of NETHEA. Complete the registration process at: www.NE-THEA.org
 2. **Complete Graduation Application:** An application must be completed and signed for each senior.
 - a. Download the Graduation Application Form. You can fill this out and print it. The form can be saved to your computer.
 - b. Choose a team you will be serving on. Please see pages 3-6 - Additional Graduation Information for descriptions of the teams.
 - c. Graduation Application Deadline is November 20, 2018 for the **May 18, 2019** graduation
 3. **Send in Application and \$85 payment:** (or \$70 early discount before October 31)
 - a. Make check payable to NETHEA Graduation.
- Send to: Krista Billings, [149 Smith Ln Church Hill TN 37642](mailto:krista@netheagraduation.com)

Other Important Information for Graduating with NETHEA

- **Email:** Information is communicated through email. Families are responsible for checking their email or finding someone to tag team with for getting the information. A newsletter is sent at least monthly beginning in November.
- **Rehearsal Night:** Friday, May, 2019 is the rehearsal for the graduation ceremony. This rehearsal is mandatory. Only with prior permission from the coordinator and an acceptable alternate plan will a family be able to participate in the graduation ceremony if they miss the rehearsal.
- **Senior Photos:** Families are responsible for securing senior portraits for the program and for the media presentation. This can be from an independent photographer or your own photos. Many support groups offer portrait packages as well. Please make sure the photo is at least a 4x6 size (1200x1600 pixels). Due date will be set this aff, Usually by March 1. Photos will be emailed to NETHEAgraduation2019@gmail.com .
- **Senior and Parent Program/Reflection Questionnaire:** Each family will need to complete and return the Senior Profile questionnaire. See page 3 for description of the sections. The program team will set the due date this fall, Usually this is due by February 1. Email to NETHEAgraduation2019@gmail.com .
- **Other Photos:** Each family will be asked to submit 3-4 photos total for the ceremony. A video photo presentation will be played during the ceremony. Due dates will be set by the program team.
- **Cap and Gown:** Caps, gowns, diploma covers, invitations, etc. can be ordered in a convenient package. The group order is set up and due the beginning of December, so ALL FAMILIES need to plan budget accordingly. A website page will be set up for our group to order supplies from the company. Each family will order through the website page and pay directly to the company. Everyone must pay in full before order will be placed or the student will not be allowed to participate in ceremony. Those who miss the group order deadline will be responsible for obtaining their own
- **Diploma:** At the ceremony the Diploma Covers will be presented. Parents are responsible for acquiring the student's official diploma. The official diplomas do not need to be present at graduation and many times are not yet available.
- **Senior Choir:** The 2019 Ceremony will include a choir, which ALL seniors will walk up and participate. This tradition and was voted and decided to keep for the 2019 graduation at the initial planning meeting. Students who play instruments will be asked to try-out to accompany. Soloists can try-out for a solo part.
- **Meetings and Email Voting:** There are four meetings. The initial planning spring meeting to get the location and date/time, the November meeting, the January meeting, and finally the rehearsal the night before graduation. All meetings are important and decisions will be voted on at the meetings. Some decisions will be made via email vote.
- **Ceremony:** All families are agreeing to fully participate in the NETHEA Graduation year. Some families have chosen not to walk at the Ceremony they may have had a conflict with the ceremony date. These families chose to pay the graduation fees to be included in the program and other events associated with graduation, including serving on a team.

Senior and Parent Program/Reflection Questionnaire:

Please reflect what information you would like included in the program. This information will be submitted to the program team, word count and due dates will be established by the team.

1. Senior's Favorite Scripture or Appropriate Quote (not included in word count, but keep to under 50)
2. About ... (Senior)
 - a. One paragraph letting us know what experiences and involvements were important and helped shape who you are today: Include hobbies, interests, activities, achievements and awards, honors, accomplishments, travel, work, volunteer involvement, and future plans. This is the factual info.
3. Senior Reflection
 - a. One paragraph reflecting on your homeschool years or your family life. This is a great place for giving thanks and giving your feelings and hopes, share beyond just the facts.
4. Parents' Reflection
 - a. One paragraph reflecting parenting/homeschooling/hopes and blessing for future from parents to student. Individual parent reflections are allowed, but may need to be shorter and will be edited for space allowed.

TEAMS

***Parents, please sign up for the team of your families' choice on the Application!
You may be reassigned to a different team if the two choice teams are filled.***

Sign-up for a Team – *EVERYONE* needs to be involved in some way. **Every family needs to sign up for at least one team.** Please review the following teams and put your first and second choice on your application. Teams may be assigned more than one family. Each team decides how they are going to divide the responsibilities.

- If a team leader position is not filled the coordinator may drop this area and it will not happen at the ceremony.

Graduation Coordinator Assistants –

- Assist the coordinators with anything that needs to be done during the busy times – run an errand, make copies, etc. This will not be taken advantage of, and may not even be utilized; but will be greatly appreciated during the “crunch times.”

Assistant Treasurer Completed 2019–

- Works in close contact with the NETHEA graduation treasurer, as all money eventually will be sent to her.
- Collects monies from our group and keeps lists of names, check numbers, date collected, and amount collected. Copies of list should be sent to graduation coordinator and graduation treasurer.
- Collects information from the forms onto a spreadsheet or other file type and shares with information/files team.
- Communicates with graduation coordinator if someone needs financial assistance.
- Collects checks from treasurer and writes thank you cards for all those needing to be paid for graduation.

Supplies Team-

- Set up package information with Supply Company. In the past, we have ordered from: www.homeschooldiploma.com.
- A website page will be set up for our group to order supplies from the company. (Supplies Team will secure specific instructions and distribute to all families when time to order.) Each family will order through that website page and pay directly to the company.
- Serves as the sole communicator with the supply company on the basic package order to minimize confusion.
- Once order is received, make sure orders are divided by family.
- Distributes supplies to graduates/parents at the January graduation meeting.
- Handles any order errors or returns.

Information/Files Team– Completed 2019

- All photos and senior reflection/Questionnaire information will be sent to a dedicated email address. If not completed: Set up dedicated gmail or other email address and set up folders to share information.
- Set up file sharing with coordinators, program team, media team, and get list of seniors' names to team leaders.
- Sort questionnaire information as it comes in for the program team if needed.
- Make sure photos are correctly filed and shared with media team and program team.
- May need to set up voting forms.
- May need to assist with email newsletter.

Program Team-

- o This is the most time intensive job!
- o Choose printing company, we do have information for previous printing companies used.
- o Collects formal senior photo for the program from the media team or information files team.
- o Collects senior profile information and selects word count for each section allowed.
- o Specifies the specs needed for the program and page set up for number of pages.
- o Page set up for each senior as well as front and back matter in the program.
- o Proofreading and allows parents to finalize proofed copy.
- o Program file to printer, edit printer proof, and acquires programs from the printer.
- o Distributes 1 copy of program to each graduate and 1 to each parent on rehearsal night.

Location Team-

- o Communicate with location, on behalf of all seniors and parents.
- o Confirms payment of deposit and final payment for location
- o Obtains contact info for all personnel – sound, light, visual, etc for location.
- o Contacts sound, light and visual personnel to confirm dates and times of rehearsal and ceremony.
- o Works in conjunction with graduation coordinators:
 - Chairs on stage for speaker, MC, choir leader, deaf interpreter, and senior participants. Check with graduation coordinator for exact number.
 - Confirm time the auditorium will be unlocked on rehearsal night and day of ceremony.
 - Can seniors leave their hats/gowns hanging in a secure (locked) location overnight?
 - Microphones needed: main speaker (hands free), MC, 2 senior speakers, choir, etc.?
 - Roping or signs to reserve rows for seniors and parents? Or do we need to provide?
- o Works in conjunction with the Media Presentations Team:
 - Confirms equipment needed to show PowerPoint/movie presentation
 - Confirms media file format and how to transfer files to media presentations team.
- o Works in conjunction with the Ceremony Music team:
 - Number of chairs needed for musicians? Typically 30 chairs, 20 stands.
 - Risers for senior choir?
 - Confirm chairs and risers available from location. If not, let grad coordinator know so we can help locate.
- o Works in conjunction with reception- memory table team:
 - Memory tables for each senior (or at least enough for 2 seniors to share a 8' table)?
 - Do we set-up tables or will janitorial staff?
 - Can memory table contents be securely left overnight (rehearsal to ceremony)
 - Should we fold & store tables after ceremony or will janitorial services?
- o Calls location with reminders for rehearsal and ceremony.
- o Assists graduation coordinator at rehearsal night and ceremony day in making sure everyone has all they need.
- o Assists graduation coordinator in checking property after the ceremony to confirm all is left better than when we arrived.

Memory Table /Reception Team –

- o Coordinates the memory table set-up for rehearsal night with location team.
- o Works in conjunction with the Location Team. Hopefully, the church will have enough 8-ft. tables so that we can assign 2 per table. If not, they will need to be rented.
- o Communicates with families regarding memory tables, may need to get information to Coordinators for newsletter.
- o Sets tables up alphabetically by senior's last name to aid our guests in finding their graduate table. (use name cards)
- o Confirms that each family provides floor-length tablecloth or sheet for each memory table.
- o Coordinates reception clean-up (parents/seniors are responsible for their tables) and leaves the church better than found.

Speaker/Master of Ceremonies Team -

- o Secures nominees for Main Speaker and Master of Ceremonies from parents/seniors, and others.
- o MC can be one or two individuals. Generally father's of current seniors are the MC's.
- o Presents nominees to parents/seniors for a vote. Then secure the nominated Main Speaker and MC.
- o If Speakers' fees are above the \$200 allowance, this will be approved by majority vote and collected from each family.
- o Confirm dates of rehearsal and ceremony with Main Speaker and Master of Ceremonies.
- o Works in conjunction with assistant treasurer to make payment to speaker.
- o Send pictures and biographies to program team leader for the program.
- o Communication with the main speaker message should be maximum of 10 minutes.
- o On rehearsal night and ceremony day make sure Speaker and MC have what they need.

Senior Speeches/Prayer/Introductions Team–

- Communicate requirements for Senior Speeches: 3 minutes, traditionally one female and one male chosen, selected by seniors after presenting, etc
- Gather list of seniors wishing to participate.
- Co-ordinates with Socials team for seniors to present speeches and facilitate the speeches as well as the voting.
- Find seniors interested in serving at the ceremony to give opening and closing prayers. Opening prayer time is the Invocation and closing prayer time is the Benediction.
- Find Seniors to introduce the color guard, the speaker, and any other introductions necessary for the ceremony.
- Get all names to coordinator and program team as well as any other teams needing this information.

Media Presentations Team –

- Requests and collects 3-4 photos from EVERY senior – 1 senior, 1 baby/youth, and 1 random photo that represent who they are/what they do.
- Creates a PowerPoint or movie presentation of the random photos to show before and after the ceremony along with any photos of senior socials. This should be able to be played like a movie.
- Creates a separate PowerPoint (or similar) presentation of just a senior photo and a baby/youth photo of each senior that will be shown during the diploma presentations. This needs to be a powerpoint and manually cycled by the AV team.
- Works in conjunction with the program team to share pictures, senior info, etc.

Ceremony Music Team –

- Work with Choir director to lead the graduate choir in the ceremony. This should be someone with experience in leading music and will communicate with graduation coordinator and band director.
- Assist if needed choosing songs for choir to sing and instrumentalists to play.
- Communicates with the Tri-Cities Homeschool Band director or other musicians used.
- Works in conjunction with the Senior Socials coordinator to combine choir practices with socials.
- Review past agenda and determine all music to be used in ceremony (keep in mind, there needs to be music during transitions, such as choir descending or ascending to seats, etc.) Music when the parents walk down the aisle.
- Determines number of rehearsals needed and set dates as early as possible and announce in newsletter.
- Secures location for rehearsals, work with choir director for these.
- Works in conjunction with assistant treasurer to have checks for choir director and band, given day of graduation.

Color Guard Team–

- Secures a color guard in full dress to present colors/flags in ceremony.
- Meets Color Guard on ceremony day and directs how they will proceed.
- Gets the color guard information to the program team for program.
- Gets the color guard information to the MC Team the color guard in the ceremony.

Ceremony Photographer/Videographer Team - (This is only for the day of the ceremony)

- Secures information on professional or proven photographers and videographers for the ceremony, i.e. packages, costs, etc. and shares with seniors/parents at meeting.
- Secures arrangements with photographer/videographer, for rehearsal and graduation.
- Before week of graduation, call to confirm with both.
- Photos taken should include graduates, senior class photo, graduates with families, graduates receiving diplomas, graduates participating in ceremony, graduates with memory tables, and random shots. Some of these may be taken during rehearsal or before/after ceremony.
- Assists photographer in setting up sessions for families wishing to purchase a photo session.
- Collects and distributes pricing sheets to all seniors/parents. This is an optional cost!
- All payments are transacted between graduate/parents and photographer/videographer. The Team leader and the graduation treasurer do not need to be involved.
- **VIDEOGRAPHER**
 - **Videographers Used:** David and Mary Ellison, **247-5490** and/or Kimberly Prillhart, kprillhart@charter.com,

Senior Socials Team–

- Co-ordinates Social activities for seniors to become acquainted. Can request seniors to submit ideas. Ideas previously suggested: Board, card, or video game night; ballroom or line dance night; “Bible study/prayer for our futures” night; bowling; coffee house night; private karaoke night; movie night; skating; etc.
- Set up a Facebook group and/or an e-mail distribution list to keep seniors informed of all events.
- Works in conjunction with Ceremony Music Team in coordinating rehearsals for senior choir. Works with graduation coordinators in holding a senior 3-minute speech tryout at the end of one rehearsal.

Ushers Team -

- Secures ushers for the ceremony to direct guests inside, distribute programs, escort anyone needing assistance, answer questions, direct to restrooms, help clean up after ceremony, and if raining outside, meet guests at car if dropping off and walking them in under umbrella.
- Ushers should be juniors who are interested in next years' graduation and can be the senior's younger siblings.
- Ushers should be asked to wear "traditional Sunday dress," i.e. dress slacks for boys, dresses or dressy pants for girls.
- Ushers should be instructed on rehearsal night, set up a meeting time and show everything needed.

Parking Attendants Team -

- Secures parking attendants for the ceremony to direct parking, direct anyone needing drop off or handicap entrance to location.
- Parking attendants should be adults who may be interested in future years' graduation.
- Parking attendants should wear appropriate clothing for this job
- Work with location team to find out parking situation.
- Locate orange vests for safety and may want walkie talkies.

Junior Parent Assistants Team –

- Secures 2-4 parents of Juniors who may be interested in coordinating the following year's graduation.
- Commitment to assist at current graduation both rehearsal night and ceremony day.
- Introduce families to each other – they will be working together the day of graduation.
- Coordinate communication between these parents and current graduation coordinators
- Get list of choir order of students for processional, from ceremony music team.
- Get list of students in alphabetical order by last name, along with parents from graduation coordinator.
- Get these lists to Junior Parents; they will be in charge of lining up students and parents in both orders during rehearsal night and ceremony morning.

Honors Students Team -

- Final decisions on how honors will be calculated (Could use last years')
- Collect names of students with honors accomplishments.
- Decide on how to recognize honor students in program. May need to vote on requirements for honors status at November meeting.
- Acquire current copy of student transcripts as proof of GPA or students' proof of honors society recognition.
- Coordinate with program coordinator for recognition in program.

State Liaison Team –

- Each year, the state gives recognition certificates to the seniors of all schools.
- In recent years, Tennessee Representatives have secured these certificates for all our graduates.
- Team leader will contact the state representative to secure these certificates.
- Team leader will have any certificates with errors corrected through the state representative's office.
- Team leader will distribute the certificates to each senior night of rehearsal.

Clean-up Team –

- The day of graduation after the reception is finished we will need to go over the site.
- Clean up any loose programs or other papers.
- Go through all bathrooms.
- Make sure memory table reception area is clean, put away tables if needed
- Gather any lost and found.