

2010 FPEA Statewide Graduation Ceremony Main Information Packet

Required:

FORMS

Two forms are enclosed with this package. *Both* must be completed and returned by April 1st.

1. **Graduation Registration Form** (also available in the *Almanac* and online at fpea.com)
2. **Acknowledgement & Agreement Form.**

PICTURES

Please send a total of four different pictures no later than April 1st:

1. Senior picture wallet size (approx 2" x 3"). *This can be graduation or formal to be placed on display during the FPEA Convention weekend and then placed in an alumni album.*
2. Activity picture
3. A second senior picture
4. A baby picture

These pictures should be no larger than 8 ½ x 11 and no smaller than 2 x 2. The pictures will be put on a PowerPoint display as the graduates walk across the stage. **The name of the senior should be printed on the back of all pictures.**

Photos can be picked up at the Graduation Information Desk on Saturday until 5 p.m. Photos not picked up by 5 p.m. Saturday will only be returned if the graduate provides a stamped, self-addressed envelope.

Again, the **DEADLINE** for receipt of all pictures is **April 1**. **If pictures are not received by our office (no digital copies accepted) by the deadline, the senior will not be allowed to walk during the ceremony as this is a vital part of the FPEA Commencement.**

CAP AND GOWN

Order your own cap and gown. **This is the sole responsibility of each student.** The FPEA Office does not provide caps or gowns. There are no color requirements. Order through the company of your choice, or one of these companies:

- Campus Supply of Central Florida
- Jostens of Florida, 2005 Tree Fork Lane, Suite 125, Longwood, FL 32750, 1-800-268-5845
- Impact Impressions International
Graduation Supply Service, (303) 860-0275
- Milligan's Graduation Supply – www.milligans.com

If you would like to recognize your senior for academic achievements (not sports), you may purchase stoles and/or cords from the above companies. Also, many seniors are dual-enrolled in local colleges that might issue cords/stoles as well. **Your cap and gown are your responsibility; do not forget to bring them with you to Orlando. We do not have extra gowns, and you must have both a cap and gown to walk in the ceremony.**

If you are borrowing someone else's cap and gown, you may still want to order the cap tassel – available from each of the suppliers listed above.

GRADUATION SCRIPT

A graduation Script will be read for each graduate as they enter the stage to receive their diploma. The script can be no longer than 30 words. The information should include name of the graduate, where the graduate is from, how long they have been home schooled, and one highlighted award/achievement of their high school career if applicable and plans after graduation. **The FPEA Office will edit each script without notification to the graduate to ensure each script does not exceed word limit.** A sample of script reading is as follows:

Jane Alice Doe. Jane is from Orlando and has been home schooled for 11 years. She received the Alpha Beta Award for her volunteer work. Jane plans to attend UF.

ONSITE GRADUATE MEETING, CLASS PICTURE & REHEARSAL

On Saturday, May 29, beginning at 1:30 p.m., there will be a **mandatory meeting** at the Rosen Shingle Creek in Orlando for **graduates. Please meet in Suwannee Room 14.**

A Graduation Information Desk will be set up for any inquires from the parents or students during the tenure of the convention. Parents needing information about graduation are encouraged to refer to the Graduation Packet or once onsite go the Graduation Information Desk.

At 1:30 p.m. **sharp**, any last-minute information will be given to graduates. Then the graduates will verify names and scripts. The class picture will be taken before graduates begin their rehearsal.

Graduation rehearsal will follow. Parents are not allowed to attend this rehearsal. All graduates are required to participate or they will NOT be allowed to walk during the ceremony.

Dress for this meeting will be casual.

TICKETS

Tickets for the ceremony, will be distributed at the Graduation Information Desk until 5:00 pm on Saturday.

Tickets are free – ONLY parents of graduates will be allowed to sit in the Parent Section. Please plan to make arrangements for siblings to sit with other family members in the Family Section.

CEREMONY

On Sunday, May 30, the ceremony itself runs from 11:00 a.m. to approximately 1:00 p.m. in the Sebastian Ballroom. Seating is free and open to everyone. There is no limit to the number of people who can attend. However, we need to know the approximate number of family members and/or friends for which you need tickets. The tickets are color-coded based on the appropriate group and can be picked up at the Graduation Information Desk until 5:00 p.m. on Saturday. E-mail your number count to the FPEA office at graduation@fpea.com by **MAY 1, 2010.**

Clothes under the gown should be appropriate. Males are encouraged to wear ties with collared shirts; females are encouraged not to wear long dresses that hang below the gown so as to prevent tripping. Dresses for females should be moderate length. No sneakers, flip-flops or open-back shoes without heel straps will be allowed, due to safety reasons.

Appropriate conduct for the seniors is expected at all times; especially during the rehearsal and the actual ceremony. While graduates are encouraged to celebrate this proud occasion, inappropriate behavior will not be tolerated. Running, yelling, jumping from stage, fake falling, etc., will result in the student being escorted from the ceremony. Remember, the ceremony is for everyone to enjoy and participate in and adhering to these guidelines will ensure the safety and enjoyment of all. Laser pointers and air horns are considered contraband and are prohibited.

Optional:

- q Graduation invitations are your responsibility. We suggest you enter “High School Graduation Invitations” into any Internet search engine to find many helpful ideas. You can also create your own invitations on the computer by buying forms at any office-supply store.
- q Selected graduates will serve as performance talent during the ceremony. To be considered, fill out and submit the attached form, as well as a video/DVD to be reviewed. Mail the video/DVD and the form, **which must both be received by March 15**, to FPEA Office, 255 EAST DRIVE STE H, MELBOURNE, FL 32904. The video/DVD will be returned at the mandatory Graduation meeting. *Due to time constraints and the appropriateness of certain talent, only a few talents will be accepted.* **If you are chosen to perform, a CD must be used in lieu of live accompaniment.** The performance will not exceed three minutes.
- q A professional video/DVD of the ceremony will be created and sold. To order, use the attached form. This video/DVD will include some of the optional senior activities listed in this section.
- q Personal video recording of the ceremony must be conducted from the back of the ballroom. Keep in mind that without high-powered lenses, the resulting images will not be clear. Thus, we recommend you enjoy the ceremony and purchase the professional video/DVD.
- q As with the video/DVD, professional photographs of the ceremony will also be available for purchase. To order, use the attached form.
- q Photography is permitted during the ceremony, **but there are restrictions: NO** leaving of seats, **NO** standing, **NO** entering of aisles, and **NO** moving down front. These actions distract others enjoying the moment. They are also a safety hazard due to lights, cords and seniors in the aisles. Your cooperation is appreciated and expected. As with the video/DVD, we encourage you to enjoy the ceremony and purchase the professional photographs.
- q The Senior Activities Day will take place at Shingle Creek on Friday, **May 28**, starting at 10 a.m. in the Suwannee Meeting Rooms. **The events are ONLY for seniors participating in the Graduation Ceremony.**

Come and go as you please throughout these activities. You may eat at the hotel restaurants or the Convention food court. There is no charge for any of the activities, except for the Senior/Alumni Dance (see below). Please see your Senior Activities Schedule.

q **Class Project**

Each year, the senior class participates in a joint project. More information will be forthcoming on the 2010 project shortly.

q Dinner/Dance

The 8th Annual Senior/Alumni Dance and Buffet Dinner will take place on Saturday, May 29. The price for the Dinner and Dance is **\$29** per adult, **\$18** per child age 6-12, and **free** to children 5 and under (the price includes tax and service charge).

q Dance ONLY

The price to attend the Dance **ONLY** is **\$13** (adult or child)

q Buffet Luncheon

The 2nd Annual Graduation Buffet Luncheon will take place Sunday, May 30, following the commencement in the Sebastian Ballroom. The price is **\$23** per adult, **\$15** per child age 6-12, and free to children 5 and under (the price includes tax and service charge). Having a delicious meal a few steps from the ceremony is cost-effective and convenient. The buffet is open to everyone; you do not need to have a senior participating in the ceremony

Dinner/Dance and Buffet reservations must be postmarked no later than May 1. Dinner, Dance and/or Buffet Luncheon tickets will be mailed with your badges. If you do not bring your tickets, you will not be admitted— no exceptions! *Even though children 5 and under are free, please obtain a ticket so that we can have an accurate headcount.*

Dance ONLY tickets will be available to purchase on site until Saturday at 3:00 p.m.

General Information:

PARKING

The Rosen Shingle Creek dictates the price of parking; the FPEA does not! There will be an \$8 parking fee for self parking and a \$15 parking fee for valet.

HOTEL

We encourage you to stay at the Rosen Shingle Creek Resort. You will appreciate the convenience and the family-friendly atmosphere. The rooms are beautiful, they all have a refrigerator and other amenities, and parking will be less of a hassle! If you plan to stay overnight at the hotel, make your reservations now. Remember that the ceremony is Memorial Day weekend, so rooms are going fast. Call the resort directly at 1-866-996-6338, or visit www.fpea.com to find a link to the hotel's reservation bank. The Winter and Spring issues of the FPEA *Almanac* will have more details.

Making your FPEA Statewide Graduation Ceremony special is important to us. If you have questions or concerns regarding any of the information presented in this packet, call 1-877-ASK-FPEA (275-3732) or e-mail graduation@fpea.com.

Thank you for allowing us to help create this unforgettable memory for you and your family!