

Project Title	HSOM Graduation, June 20, 2006	Version No. 4	Date 6/14/06
1. Project Definition			
Host annual graduation for next class of HSOM students, honoring, acknowledging and celebrating them for the work they have accomplished in preparing themselves for the work of ministry God has called them to, so they can handle accurately the Word of truth, and shepherd the folk God has given to them to lead, strengthening their churches, so the churches can become vital, reproducing churches, possibly lending toward a movement.			
2. Project Completion Date		6/20/06	
3. Project Manager		Lorna	
4. Project Team Members			
Don D, Don A, TUMI Staff			
5. Project Phases and Tasks			Date Due
Preparation			
1. Determine who we want to share (Don giving Commencement), DD			2/1/06
2. Contact students with final items to turn in, giving due dates for all work, LE			4/15/06
3. Order stohls for graduation, LR			5/1/06
4. Print labels for student invitations, LE			5/15/06
5. Get stamp made for Allsman (TUMI seal), DH			5/15/05
6. Reserve Commons for 19th-20th, LR			5/25/06
7. Contact Dearlin/Shatona to see if they have written up paragraphs – ask them to email to Lorna, CH			5/26/06
8. Determine layout for Graduation service – how students process, where sit, where walk up for certificates, where podium is, etc., DD			5/30/06
9. Finalize design invitations, include Davis' rewrite for graduation (font should be easy to read), TL/CH			5/30/06
10. Print and fold 200 invitations, CH			5/30/06
11. Select menu for reception (cake, drink, hors deouvres, etc), BD/LR			5/30/06
12. Get middle initials from graduates for Certificates and email names to Tim, CH			5/31/06
13. Create certificates/diplomas for each graduate, print out and give to Lorna, TL			5/31/06
14. Stuff and stamp invitations (set aside 4 sets of 10 for the graduates and give to Lorna), BD			5/31/06
15. Price Raspberry Sherbet and find the best place to buy (email Beth where to get it), DH			6/1/06
16. Order Sheet Cake, BD			6/1/06
17. Find and purchase 4 frames for Soak N Soak, DH			6/1/06
18. Draft program and who we want to do what, DD/LR			6/1/06
19. Request musicians, ushers, servers, LR/DD			6/1/06
20. Purchase congrats graduate cards for graduates, BD			6/1/06
21. Package Certificates for Don to take to LA with him for Keith signature, give Karen heads up, LR			6/1/06
22. Design program, TL			6/1/06
23. Input all information into program, TL			6/1/06
24. Write up minute by minute for graduation service and reception, LR			6/1/06
25. Write details for Barabara and send her a letter, LR			6/1/06
26. Draft letter to students telling them details of Graduation evening, include invitations in mailing, LR			6/1/06
27. Proof and finalize program, LR/TL			6/2/06
28. Print 150 programs and fold, DH			6/2/06
29. Resize to fit new frames and print out 4 copies of "Soak & Soak", and frame, give to Lisa, TL			6/2/06
30. Receive signed certificates from Davis, frame and give to Lorna, CH			6/7/06

7. Project Resources

1. Reception cake, food, punch, knapkins
2. Decorations (from Entz wedding), tablecloths from Sams
3. Gifts for students (framed Soak N Soak)
4. Gift for Roosevelt & Barbara?

8. Comments and Questions

1. Students will keep their stohls
2. Allsman will be handing out Certificates to students

Setup

Caleb

1. Move coat rack (currently by print room) into Caleb
2. Pull out robes that will work for Dearlin, Shatona, Rob, Fairy Dean (hers is marked), Allsman and Davis'.
3. Put Graduation "Notes" in Caleb in a folder, along with programs to give to each person.
4. Press any robes that need to be pressed.
5. Pull out hats and tassels (two black tassels, two gold tassels) for all but Allsman and Davis
6. Press stohls (black & white for Browns and Allsman); ones with color for Rob and Fairy. Hang over back of chair.
7. Put student presents and items for ushers?, Roosevelt and Barbara in Caleb

Banner

1. Put together Certificate/Diploma's (in frames) for students
2. Put Don's teaching binder in podium
3. Move plants from library into Banner
4. Set up keyboard (if not already setup), set up mic for Barbara
5. Set up TUMI podium on top stage, table on lower stage (see drawing), set up mic at podium
6. Set up 75 chairs and stack 15 additional in back.
7. Put two chairs on stage for Davis and Allsman
8. Put framed Certificates on table
9. Place 2 programs in podium
10. Put final transcripts in envelopes, tape to back of Certificate frame for the appropriate student
11. Rope off first two rows on front right of auditorium for students and those involved in program
12. Put programs on chair in back of Banner

Commons

1. Iron table cloths and put on tables
2. Iron colored squares and put on tablecloths in center of table
3. Place plastic over colored squares and tablecloths
4. Clean mirror centerpieces (if necessary) and place in the center of each of the round tables, three in the center of food tables
5. Put vases with beads in them on mirrors, add water, float candles
6. Put plates, napkins, plastic ware on serving table
7. Place punch bowl with coffee/hot water pots and prepare for plug in, punch cups and coffee styro cups
8. Place 2nd punch bowl on what will be the cake table, put small plates and napkins on this table, and forks
9. Empty trash cans if they have anything in them and put new liners in the cans
10. Set out trays for cheese, baskets for crackers, 2 big bowls for fruit, serving utensils for barbq wienies

Cleanup

- Kitchen/Commons: Ladwig women, Lorna, Lisa
- Banner Auditorium: Tim/Sam (Tim taking Sam back to DOC in green van – Sam should be at DOC between 9:30 - 9:45pm)
- Caleb Classroom: Dan and Carolyn

Caleb: Dan & Carolyn

1. Gather all robes from students and faculty and put on table in Caleb
2. Make sure students get all of their personal items out of room
3. Vacuum
4. Put robes in Lorna's office (lay across her table)
5. Put coat rack back by the print room
6. Empty trash and put a new liner in
7. Clean up staff lounge area where everyone made their own sandwiches / clean coffee mugs, etc.
8. Put away all gear (camera, laptop)

Banner: Tim and Sam

1. Stack chairs off to the side
2. Vacuum
3. Empty trash
4. Move burgundy chairs off stage and put back in Caleb classroom
5. Take any items left in podium out and put in Lorna's office
6. Take down small table and put in closet next to stage
7. Leave plants where they are – these will be used for CAP
8. Leave podium – CAP folk will move to desired place
9. Leave keyboard – CAP is going to use
10. Move electronic drum set from Joshua back into Banner
11. Move rolling dividers back into Banner

Commons & Kitchen: Ladwig women, Lisa, Lorna

1. Wipe off tables
2. Throw away used up tea lights
3. Empty trash and put new liners in
4. Clean out coffee pots and put away
5. Take all food to kitchen
6. Clean dishes and put away – bring boxed TUMI punch bowls, serving bowls to storage room off of workroom
7. Bag any dishtowels we used and give to Beth to launder
8. Wipe off all counters, sweep and mop the floor
9. Take bagged trash out to dumpster
10. Divy up any leftover food – cheese should stay at TUMI (put in our fridge)

Reception Setup Instructions

1. Last row in reserved for us – back of auditorium (Tina, Leah, Briana, Makayla, Beth)
2. During ceremony (toward the end), when Allsman gets up to pray, all servers come back to set out food
3. Make punch: 2 bottles of gingerale to one container (half gallon) of Raspberry Sherbet
4. Light tealight candles in centerpieces on tables (Makayla & Briana)
5. Put out fruit bowls, cheese and cracker platters, lil smokies (leave cords in kitchen)

Serving

6. Briana and Makayla pour punch in glasses to get started, and stand by bowls to refill peoples punch glasses during reception.
7. Tina, keep bowls and platters stocked throughout reception – more fruit in a bowl in the kitchen and make more punch if we get low and folk still drinking it.
8. After Carolyn takes pictures of graduates around the cake, Leah cut the cake and start putting on plates on the table

Photo shoot:

1. Take picture of Davis/Allsman together and separately in full academic regalia (get a shot of the Don's from the back together too)
2. Meet staff/students in Caleb at 5:30 and after first one robed, take pictures. See if you can cycle through all before 6:10 (obviously dependent upon their timeliness)
3. Get picture of Barbara playing keyboard
4. Ushers seating and ushers helping students up stairs
5. Get pictures of the servers together
6. Immediately after ceremony take picture of students around cake in Commons (then go back into Banner [or wherever you are taking pictures] and get pictures of students
7. Take approx. 15-20 shots during graduation service – be sure to get Don, Don, Al and Roosevelt at the podium, take some shots of the audience too and as students are processing and recessing
8. Take close up of framed certificate, then take a picture of a student holding their framed certificate (ask them if it would be okay if we used this picture as a promotional piece for some of our satellites)
9. Take the rest of the pictures necessary of students after ceremony
10. Take pictures of folk sitting around reception