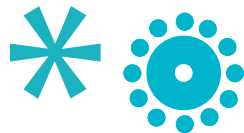


THEIR ACCOMPLISHMENT IS YOUR ACCOMPLISHMENT.

From the first steps to the walk across the stage...you are proud of every moment. Be prepared to celebrate this once-in-a-lifetime achievement with our graduation checklist.

12-14 MONTHS



- Attend senior graduation ceremonies and celebrations – to observe the process and start to think of how you might want the celebration to look.

10-12 MONTHS



- Schedule your students senior photos. Senior photos have multiple uses including sharing with friends & family, décor at graduation parties and of course, Herff Jones photo announcements & party invites.



Don't forget to check out our fun photo products to help celebrate graduation!

- Don't let your child graduate empty handed – now is a great time to order a class ring – head over to highschool.herffjones.com to design a ring.
- Schedule a family meeting to start planning what you envision the graduation celebration to look like – a few things to be sure to think about around this time are:
 - Budget – What do you want to do to make this celebration special, how will you split costs – now is the time to think about this as there is plenty of time to save!
 - Informing potential out of town guests. Give them a heads up you'd like them to attend, so they can plan their travel.

8-10 MONTHS

- Pay attention to school announcements about your Senior's meetings & graduation planning with your local Herff Jones rep. If you have any questions about when orders will be, you'll want to contact your local rep. Find your rep at highschool.herffjones.com and search for your school or contact us on facebook.com/HerffJonesHighSchool
- Get your seniors photos taken.

8-10 MONTHS

- Help create your initial invitation list for the graduation party as well as those who you would like to send a graduation announcement to – this will help you know how many of both to order. Check out this video for more info: <http://bit.ly/gradshort>
- Help your senior order their graduation announcements, cap & gown, thank you cards and graduation accessories in advance.

Did you know Herff Jones is the official provider for your High School? We provide custom items that can't be found anywhere else including graduation announcements with official school colors, custom school crest & etching.



6-8 MONTHS

- Consider a theme for the graduation. Some popular themes include: Dr. Seuss, Backyard BBQ, Hawaiian themed or a theme reflective of a college or career choice. Check out our pinterest for ideas: [Pinterest.com/herffjoneshs](https://www.pinterest.com/herffjoneshs)
- If you haven't ordered your graduation products - this is the time for late orders.

4-6 MONTHS

- Schedule a time with the guidance counselor or academic advisor to ensure your senior is on track to graduate.
- If applicable at the school - make sure your senior registers to participate in the graduation ceremony.

2-4 MONTHS

- Begin collecting photos or mementos you want at the graduation party.
- Select a bakery to pre-order graduation cake or cupcakes.

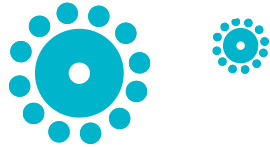
4-6 WEEKS

- Mail party invitations & grad announcements three weeks before the party.
- Create a graduation party playlist! Include all your seniors favorite jams from their high school years.

4-6 WEEKS

- Help your student choose their graduation outfit! This is a time to dress up.
- Order food and beverages for the graduation party and make sure you have everything ready. Check out this video for recipes: <http://bit.ly/gradfood>
- Buy a sign in book or poster for guests to write memories.

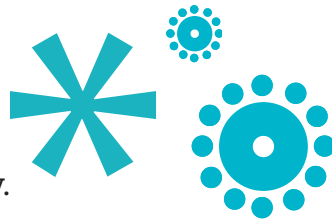
2 WEEKS OUT



- Make sure your senior picks up your cap & gown from your local rep or at the high school.
- Buy paper plates, napkins, silverware, glasses, etc.
- Confirm hotel reservations for out of town guests.



GRAD WEEK



- Prepare food for the party.
- Confirm delivery of the rental equipment (i.e. chairs, tents, table, etc.) for the graduation party.
- Set up gift table, food tables, decorations, sign in book, scrapbook etc.
- Wrap gifts & thank you gifts to teachers and mentors. Be sure to check our Herff Jones gifts.
- Create decorations.
- Make sure your senior tries on the cap & gown and remove any wrinkles according to instructions. Check out this video for details: herffjones.com/howtowear

According to the "turning of the tassel" tradition, tassels are worn on the right and moved to the left, signifying the accomplishment of academic achievement in life.

GRAD DAY!

- Have your camera charged for the big day!
- Make sure your family and friends know where to meet you after the ceremony.

GRAD DAY!

- Assign someone to take photos, videos and give them instructions to get group photos - make sure you get a picture with all your friends too!
- Pick up balloons and set out yard signs to let your guests know where the party is.
- Set out graduation book for guests to sign.



AFTER YOUR CELEBRATION

- Send thank you cards within 2 weeks.
- Collect photos and save in photo album for good memories or create a facebook album! We would like to see your grad photos too! - Share them with us at facebook.com/herffjoneshighschool
- Order Ceremony Video and Photos.
- Print Unofficial Transcripts (to use when applying for jobs).
- Make sure your graduate receives their diploma.



Check out our signature diploma frame to make sure your keepsake lasts forever.



FOR GRADUATION CELEBRATION IDEAS

[WWW.PINTEREST.COM/HERFFJONESHS](https://www.pinterest.com/herffjoneshs)