

Be a part of GRAD 2017!

ATTENTION GRAD PARENTS:

Putting together an amazing event like our Wm. E. Hay Graduation requires the support of many parent volunteers.

Volunteers are needed to assist with the following Committees:

PLEASE CHECK THE AREA OF YOUR CHOICE and return this form to the school as soon as possible

_____ **Decorating (15-20)**

Duties: Working under the direction of the decorating chairperson for the installation of all grad decorations in the arena and entrance areas including the installation of the canopy. Decorating starts Thursday evening and continues Friday and Saturday of the long weekend (May 19 & 20). Clean-up can occur immediately after the grad ceremony and must be completed Sunday morning by noon, May 28)

_____ **Bleacher Set-Up (25-30)**

Duties: Setup and take down of parent and grad bleachers. Setup occurs Thursday evening, May 18 beginning at 6:00 pm. Hammers and cordless drills are required. Take down occurs the Sunday morning following grad at 10:00 am.

_____ **Transportation (6-10)**

Duties: Transporting of all grad decorations to the rink Tuesday evening, May 16th and returning all decorations to the grad garage (Bus Barns) Sunday following Grad at 1:00 pm. Truck and trailer needed.

_____ **Curtain Set-Up (10-12)**

Duties: Installation and take down of all curtains and wall coverings. Stage 1: Wednesday, May 17: Hang large backdrop curtain and cover boards and glass. Stage 2: Friday, May 19, cover parent bleachers after 8:00 pm. Stage 3: Friday before grad ceremony, May 26: Cover Grad Bleachers with black cloth.

_____ **Floor Taping (3-4)**

Duties: Mark out grand march area with duct tape Friday morning (May 19th) at 9:00 am.

_____ **Refreshment Set-Up (4-5)**

Duties: Working under the direction of the chairperson setting up the coffee and snacks for after the grad ceremony. This can occur either the Thursday or Friday evening before Grad.

_____ **Chair Setup Committee (8-10)**

Duties: Move chairs from the school Friday, May 26 and set them up on the floor of the arena. Return the chairs to the school Saturday evening after the Grad ceremony.

NAME _____ Ph. _____
Email _____

If you have any questions contact Warren Aspenes at 403-742-3466 or waspenes@clearview.ab.ca

THANK YOU IN ADVANCE! YOUR HELP IS GREATLY APPRECIATED!