

## Graduation Meeting Notes

### May Graduation Meeting

- Graduation meeting assign duties (Principal)
- Ambulance (Harrison)
- Field Setup (Allen / Mr. Dyer)
- Sound/video- secure Media crew (Gonzalez & Perez)
- Band responsibilities (Holland)
- National Anthem (Mincy) - Seniors will sing
- Secure Photographer (Garcia/Corona)
- Secure Honor society for program distribution at home and visitor gates - 4 students at each gate (K. Gates)
- N-Star Tablecloth delivered to NHS (C. Martin)

### May (Counselors)

- Speeches due for committee or Principal approval (5/15)
- Proof diplomas
- Get signatures on diplomas (principals, superintendent, and school board president and secretary)
- Pull diplomas and shred those not meeting requirements
- Determine # of chairs in each row and give to Dyer/P. Harris for set up
- Assemble podium binders
- Proof the final program with names / send to the printer
- Graduation practice - May 20, 8:30 a.m.
  - Secure sound system in the gym for practice (Ramsey)
  - Have sound ready for practice on the field by 9:00 (Gonzalez & Perez)
- Set up the field for practice and run through practice - first row of chairs only (P. Harris)
  - Procession
  - Seating
  - Speeches
  - Receiving diplomas
  - Recession

### Ceremony Logistics

- Ramsey will present diplomas
- Wesely at podium by Counselors
- Stanley at other end
- Robinson & Williams assist with diplomas
- Counselors will announce student names  
Call a name when halfway between the podium and Ramsey call another name

**Date, time, location of the event**

- May 22, 2026 Rattler Stadium 8:00 pm / Home and Visitor side gates open at 6:30pm
- Contingency plan for weather - delay, delay, delay, reschedule for next morning

**Physical set-up (Maintenance & Coaches)**

- Gates locked until 6:30
- 2 Podiums, 2 Microphones, 1 table, 6 benches, Navasota ISD tablecloth (need to get from Central Office)
- Programs located at the gates (P. Harris)
- Chairs for students (Finke will get exact # of chairs and # of chairs in each row at a later date)
- Housekeeping or groundskeeping necessary (Pressure wash/ Clean stadium/restrooms)
- Stock restrooms with toilet paper (Gonzalez speak to SSC)
- Perry meet at front with Gator to deliver diplomas at 6:00. Also ice chest for board members and administrators.

**Décor & Signage**

- Stadium flags (P Harris)
- Make sure booster club banners are all attached
- Top Ten Banner up prior to Graduation (Gonzalez)

**Sound / Music / AV (Perez, Gonzalez, Garcia, Holland, Mincy)**

- Sound system - sound check ready to go
- Scoreboard graphics (Garcia)
  - Can we post the words to the school song on the scoreboard at the end?
- Band Processional/recessional
- Choir will sing the national anthem
- Microphones and back up batteries at podium (Gonzalez/Perez)

**Parking/Directional Signage/Security (Officer Martin)**

- Parking staff needed
- Security for wandering (2 gates - Home and Visitor)
- Additional officers

**Photography/Media/Publicity**

- Photographer for the event if necessary (Garcia/Cindy Martin)
- Local media or publicity - Examiner
- Flyers needed for packets so parents can order pictures (Garcia - Media Crew fundraiser)
- Live-streaming plans? (Ronnie/Cindy/Garcia/Corona)

