

**Willard 5<sup>th</sup> Grade Committee Overview: PROMOTION DECOR**  
***\*\*\*Subject to change***

**Budget:** \$2 per student

**Date of Event:** Day of Promotion- prep occurs 1 or 2 days before

**Description:** Committee to plan decor for promotion ceremony.

**Notes:**

- Develop a flyer invitation for the promotion ceremony to be sent home to 5<sup>th</sup> grade class. Must be approved by 5<sup>th</sup> grade coordinators
- Decide on how to decorate the area for the promotion.

**Willard 5<sup>th</sup> Grade Committee Overview: PROMOTION RECEPTION**  
***\*\*\*Subject to change***

**Budget:** \$2 per student

**Date of Event:** Day of Promotion (time TBD)

**Description:** Reception for 5<sup>th</sup> Grade students and their parents immediately following the Graduation. Based upon the weather – it will be held either at the outside lunch area or in the lunchroom.

**Notes:**

- Designate a leader that will order/purchase the refreshments and paper goods (brownies, cookies, water bottles, lemonade, tablecloths, napkins, small plates and cups).
- Determine where refreshments will be served
- Clean up Reception area once the families and students have left.