



Guide to Graduation

Need help planning your Preschool or Kindergarten graduation? This handy guide will walk you through the basics, so you can get started planning a fun and memorable event for your little grads and their families!



Choose a Date & Location

The first step in planning your graduation event is to choose a **date**. Do this as far in advance as possible, even as early as the beginning of the school year, so you have plenty of time to plan and get everything you need.



When choosing a **location**, consider the number of graduates, how many people will be attending, and how much you want to decorate.

Location Ideas

- ★ *Your school gym or cafeteria*
- ★ *Your center's common area*
- ★ *A local elementary or high school*
- ★ *An outside area, like a playground or park.*

Spread the Word

Once you know the date of your graduation event, you'll want to get the word out, so parents can plan accordingly.

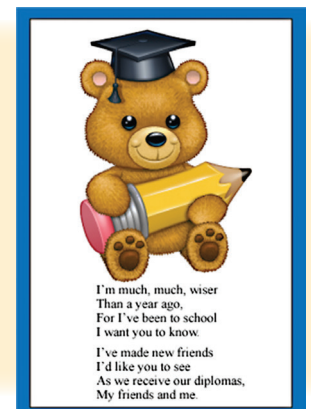


Easy Ways to Promote Graduation

- ★ *Hang banners and signs all over your school or center.*
- ★ *Put a write-up in your school newsletter.*
- ★ *Use social media - post on Facebook, send an e-mail, or tweet the info.*
- ★ *Advertise on your school's website.*

Tip: Send out graduation invitations!

You can order formal invites, print out informal cards on your computer, or even send out E-vites. Send invitations out 6 to 8 weeks in advance, and be sure to include all the important information, like date, time, and ceremony location.



Order Caps & Gowns

If you're doing a formal graduation ceremony, dress your kids in traditional caps and gowns. Your little graduates will feel like "big kids," and they'll look great for photos.

Measuring For Caps and Gowns

- ★ Plan a measuring day and enlist a parent or school volunteer to help.
- ★ Measure each child's height (shoes on) from top of the head to the floor.
- ★ Measure in feet and inches.
- ★ There is no need to measure head for caps; they are one-size-fits-all.

Note: If you are ordering more than 3-6 months prior to graduation, add 1/2" to 1" to child's height to account for growth.

**Our wall size chart makes measuring easy!
Click here to download yours for **FREE!****

www.rhymeuniversity.com/~media/rhymeuniversity/others/size-chart.ashx



Ordering Caps and Gowns

- ★ Order early enough but not too early (about 3 months in advance).
- ★ When your order arrives, inspect everything to make sure you have what you need.
- ★ Have each child try on his cap and gown to ensure proper fit.
- ★ Kids grow fast, so order a few extras, just in case.

Tip:

You don't have to have formal grad attire for graduation. Dress the kids in matching T-shirts with grad caps, or let them wear what they want from home.



Design the Ceremony

When it comes to designing your school's graduation ceremony, the possibilities are endless. Whether you choose a formal program or a simple presentation, just be sure to make it all about the kids - their styles, their personalities. Here are some ideas for a more formal format. Start here and mix and match to create your perfect graduation.

Introduction of Graduates

Think about how you want to present the graduates for graduation. Consider the layout of your venue and the number of graduates you have. Here are some possibilities:

- ★ *Have the kids walk or dance in to music from the back of the room or from off stage.*
- ★ *Seat graduates in advance and then call each one up on stage.*
- ★ *Have the stage curtain open to reveal all the graduates.*



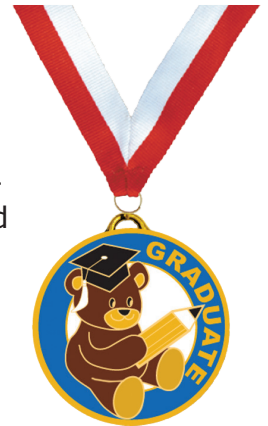
The Program

You'll want some sort of program to commemorate this year's graduation. Ask your school principal or center director to give a short speech to welcome the graduates, parents, and families. After that, be sure to include a presentation or skit that features the kids, whether it's a song, a poem, or a short play.



Presentation of Diplomas

Presenting the graduates' diplomas and awards is the highlight of the ceremony. Be sure to acknowledge each graduate personally, as you do this, and include a story, or say what you like best about each child.



Tip: Choose cool music! ★ ♪ ★ ★

Leave the pomp and circumstance for the older graduates and choose fun, age-appropriate music for your graduation ceremony. There are lots of great songs out there to choose from.

Graduation Song Ideas:

- ★ "If You're Happy and You Know It"
- ★ "You've Got a Friend in Me" (Randy Newman)
- ★ "This Little Light of Mine"
- ★ "On My Way" (Phil Collins, Brother Bear sound track)
- ★ "Lean On Me" (Bill Withers)
- ★ "Let Them Be Little" (Billy Dean)

Set the Stage

No matter where your ceremony is taking place, it's important to add some decorations or stage props to give the space a special look.

Decoration Ideas

- ★ Stage Prop Kits
- ★ Arches
- ★ Columns
- ★ Balloons
- ★ Freestanding Props
- ★ Cardboard Cut Outs
- ★ Murals or Backdrops
- ★ Background Paper
- ★ Banners



Tip: Take tons of photos!

Whether you hire a professional photographer, enlist the help of a photography student, or have a parent snap pics, be sure to get a formal picture of each graduate and a group shot (including teachers and staff).



The Big Event

Your kids have worked hard all year, and you've worked hard planning this special event for them. All the hard work will certainly pay off as your little graduates make their entrance and receive their diplomas. Have a great time at your graduation ceremony, **and then....**

Celebrate, Celebrate, Celebrate

After the ceremony, it's time to party. Throw a little graduation celebration for your grads and their families. Decorate a room or party area with fun decor, offer games and activities to keep everyone engaged, and provide some tasty refreshments. Everyone will love spending this time together in celebration of the new little graduates.

Party Supplies

- ★ *Table Covers/Banquet Rolls*
- ★ *Table Skirts*
- ★ *Disposable Plates*
- ★ *Plastic Utensils*
- ★ *Napkins*
- ★ *Cups*
- ★ *Centerpieces*

Games & Activities

- ★ *Arts & Crafts*
- ★ *Photo Ops*
- ★ *Carnival Games*
- ★ *Dress-up Corner*
- ★ *Balloon Animals*
- ★ *Board Games*



Snacks & Treats

- ★ *Pizza*
- ★ *Veggie/Fruit Kabobs*
- ★ *Cupcakes or Cake*
- ★ *Finger Sandwiches*
- ★ *Cheese & Crackers*
- ★ *Ants on a Log*
- ★ *Punch*



Tip: Share the memories

Be sure to share all the memories of Graduation Day with parents by posting pictures on social media or your school's website, or by handing out special keepsakes.

Keepsake/Favor Ideas:

- ★ *A School Yearbook*
- ★ *A Framed Photo of Each Graduate*
- ★ *A Frame For Child's Diploma*
- ★ *Special Artwork Done By Child*
- ★ *Graduation Award Pin*
- ★ *A Personalized Card & Note*