

A photograph of a modern, multi-story school building with large glass windows and a prominent entrance. The building is light-colored with a grid-like window pattern. The sky is clear and blue.

Junior Grade Rep Graduation Decoration

Class of 2019 Graduation Ceremony & Reception

Mounds Park Academy

July 2019

A blue square containing the white letters "MPA" in a bold, sans-serif font.

MPA



July 2019

RE: Class of 2019 Graduation Ceremony & Reception
Junior Grade Rep Graduation Decoration
Mounds Park Academy

Junior Class Grade Reps & Graduation Decoration Committee
Mounds Park Academy
2051 Larpenteur Avenue East
Saint Paul, MN 55109

Dear Grad Deco Committee:

In the following pages you will find notes & photographs from the graduation decorations for the Class of 2019 graduation. The books from years past were invaluable to us in coordination & communication to the committee.

The first tip is to start early. We had a great response from parents to help. Half the challenge is getting the bodies in the building. Assigning "Leads" to the different areas is a great model also. Unfortunately we found that most parents are happy to help but do not want to be in charge. Hopefully that will be an easier hurdle for you. Met with junior parents to show the location of the graduation decorations in the PA room.

Most importantly, this process is not as daunting as it seems. Junior parents have developed the graduation decorations into a well-oiled machine as you will see in the following pages. They are mostly listed in chronological order from earliest responsibilities to Graduation Night. Included at the back of this report is the Assignment Table developed for Graduation 2019. It was immensely helpful in designating roles and verifying coverage for the different spaces.

Thank you for your time & making Graduation Day special for our children.

Sincerely,

Melissa Peacock
Junior Class 2019 Grad Deco Committee Chair

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Graduation Decoration Committee Schedule

January

- Senior Grade Reps meet with Junior Grade Reps to pass on the Graduation Planning manual and offer their advice
- Contact Fast Signs to order Graduation Party Sign Up poster. Hang in Upper School Commons.

February

- Junior Class send email to parents to recruit for first week in April planning meeting and to save the dates to help with set-up and reception in June

March

- Send email to Senior parents to send in 5 x 7" vertical photo due April 25.

April

- 1st week in April host planning meeting, review Graduation Planning manual with team, pick leads and assign tasks.
- Inventory graduation supplies in PA room and storage above PA room to verify amounts.
- Mid-April send reminder email to Senior parents who have not submitted a photo. Follow up after April 25 for missing photos.
- Place orders with Bachman, Rose Floral, Sweet Pea Floral, FastSigns, Kowalskis, Sage Catering, MPA facilities, art department, Dawn Z for balloons, Diane P for photographer and photos.

May

Early graduation decorations installation done the Friday afternoon before the last 10 days of senior classes. The seniors last day is the Friday before Memorial weekend. Volunteers should prepare and install

- Commons Ceiling Globes & Stars
- 10 Day Countdown posters in Commons

Prepare gardens outside Gallery

Reminder email to Junior parents to volunteer for graduation weekend volunteer needs.

Contact Junior students to volunteer on Saturday of graduation with food service and tear down.

June

A week before graduation

- hang drapery in Gallery (Helpful to have someone who has done it before attend)
- Install Upper School stairway railing swag

Friday afternoon before graduation

TBD Lobelia arrive

11am-12pm - Junior students go to rehearsal

11.45am - Parents set up food for Junior students to eat

12pm-4pm - Parent volunteers set up Gallery, Nicholson Center, Cafeteria & outside

- Facilities sets up Congratulations banner outside & tables.
- Linens delivered
- Hang senior photo collage on Gallery wall
- Install lobelia above Nicholson doors
- Set up service display & senior photo
- Arrange flowers for Nicholson Center stage
- Set up entrance arch
- Decorate Nicholson Center railings
- Decorate blackboards between Nicholson Center and Commons
- Set up outside Gallery entrance with hanging flowers

Saturday (Day of Graduation) – *Note: Deliveries to MPA MUST be after 12pm

Facilities staff sets up outside flags

TBD ~ Pick up cut flowers for assembling

4pm ~ Catered food arrives (Kowalski & Sage) – Fridge space is limited, could be later

1.30-2pm ~ Sweet Pea centerpiece bouquet arrives – is up to floral committee members

5pm ~ Parent volunteers arrive to arrange flowers for reception tables

5pm ~ Parents arrive to help serve food & arrange buffets

3.30-6pm ~ Volunteers arrive to help photographer

4-6pm ~ Photographer session

6-7:30pm ~ Graduation ceremony (Junior students participate) Ceremony was 86 minutes long in 2017

7:30pm ~ Graduation reception (Junior students help serve & clean up)

8-8.30pm ~ Graduates & families depart for dinners & overnight

8:00 – Junior students and parents tear down and put away all decorations at the end of the evening.
Facilities will take down drapery later.

July

- Update Graduation manual for the next junior class.

Junior Grade Rep Graduation Decoration

Class of 2019 Graduation Ceremony & Reception

Early Planning [Winter]

Commons Area

cGraduation Party Sign-Up, 10 Day Countdown & Ceiling Decorations

Grad Party Sign-Up

The **graduation party sign-up** is the first thing that needs to be done in the Commons Area. **It is recommended to order it in January to be hung in the Upper School Commons by February** so families can claim their date and each student can coordinate their graduation party with their classmates.

Volunteers Needed

One volunteer needed to order the Grad Party signage and coordinate with Dianne Petersen.

Supplies

Tacks or staples to hold the Grad Party poster in place. FastSigns Maplewood created it.

Early Graduation Decorations [Mid-May]

10-Day Countdown

Ten Days prior (May 11, 2020) to the seniors last day (May 22, 2020) of classes, a Countdown of 10 should be hung in the Upper School Commons Area. Numbers should be hung **no earlier or later than the evening Friday May 8**. Beginning on May 11, the seniors pulled down a number, beginning with 10, to celebrate the end of their high school career. We recommend using

3M large Post Its. Junior parents can create the numbers or coordinate with Seniors to make their own.

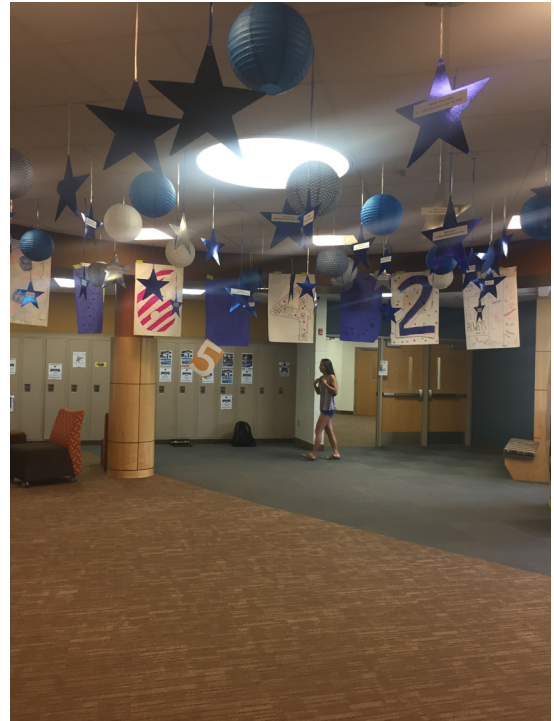


The poster is titled "GRADUATION PARTY SIGN UP" in large blue letters. Below the title is a calendar for June and July. The June calendar shows dates from 1 to 30, with the 1st and 2nd highlighted. The July calendar shows dates from 1 to 31, with the 1st and 2nd highlighted. Below the calendars are two sign-up sheets for May and August, each with horizontal lines for writing.



Commons Ceiling Globes & Stars

In addition, STARS with the graduates' names & college choice and BLUE AND WHITE PAPER GLOBES should be hung from the Upper School Commons ceiling by Monday May 11, 2020 (ideally after school Friday, May 8). Creating the stars with the graduates' names and college choice can be time-consuming. We recommend starting this project on May 1, which will allow plenty of time to get this done. You can find previously used stars in the graduation supply bins. Use rubber cement to adhere the names so the stars can be reused. The font used was bold 36 point Cambria. Check with Dianne Peterson to determine what name each student would like on their star as they do not always prefer their legal names. Lisa Pederson in College Counseling has the list of students and where they are going for college. National college declaration day is May 1, so you will not be able to get this information until then. Be sure to check for corrections with College Counseling before hanging as last minute changes can occur.



Volunteers Needed

Three to four volunteers makes this a quick & easy task.

Supplies

- Ladder
- Paper Clips
- Fishing line
- Paper globes
- Large stars with students' names and college choice



Week Before Graduation

Upper School Stairway

Railing Swags

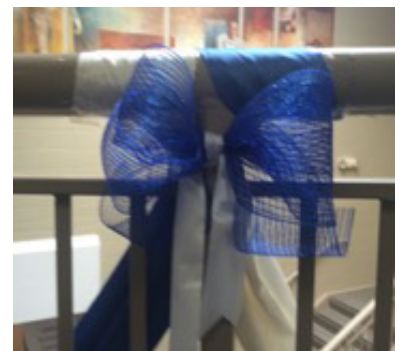
On the railings of the upper school stairway, we swagged the blue and white satin fabric and tied with bows. The fabric, which is stored on rolls, and bows can be used from last year and will be found with the graduation supplies. This should be put up for the last week of school (Friday, May 29 afternoon or Monday June 1, 2020). In 2018 the banner was hung lower than the swag (which was better) but we don't have a photo from 2018. Coordinate with Marketing & Facilities hang the banner.

Volunteers Needed

Two volunteers are enough for the swagging task.

Supplies

- Shipping tape
- Scissors
- Bows
- Blue and white satin fabric



Nicholson Gallery

Ceiling Drapery, Lobelia Plants above Doors, Senior Service Display, & Senior Photo MPA Display

Ceiling Drapery

The ceiling drapery adds elegance to commencement, but requires patience and some coordinating with the art department, volunteers and the custodial staff. To determine the date to hang the drapery, you must check with the Art Department. The spring art show will be up and you cannot put up the drapery until the art show has been disassembled. Once you have coordinated a date - no later than Monday, June 1, 2020—make arrangements with the custodial staff to have the mechanical lift/cherry picker placed in the Gallery to use for hanging the fabric. This task is time consuming in that it requires patience in placing the fabric. **Please note:** You will need Elizabeth Esch or Melissa Peacock to help hang drapery. The custodial staff will take down the drapery the week following graduation. For the 2017 Graduation, the three people did it in 45 minutes.

Volunteers Needed

Three to four volunteers needed [Note: volunteers should not have a fear of heights].

Supplies

- Drapery fabric
- Drapery magnets and hanging tool/pole (located in storage room above PA room)
- Mechanical lift/cherry picker and extension cord from custodial staff





Graduation Weekend [Friday/Saturday]

Lobelia Plants above Nicholson Center Doors

On the day of graduation, 4 lobelia (drapey flowering blue plant) should be placed on the ledge above the Nicholson Center doors. You can purchase the lobelia from Bachman's Maplewood or Rose Floral in Stillwater. We recommend placing your order 6 weeks in advance so they can pick out good quality plants for the event. You will want to make sure the plants are watered ahead of time and you will want to remove the hanging hook (if there is one). The Lobelia are also purchased for the outside gardens. We added these four to that order. Recommend the 10-inch baskets over the 12-inch baskets.

Volunteers Needed

Two volunteers for this task

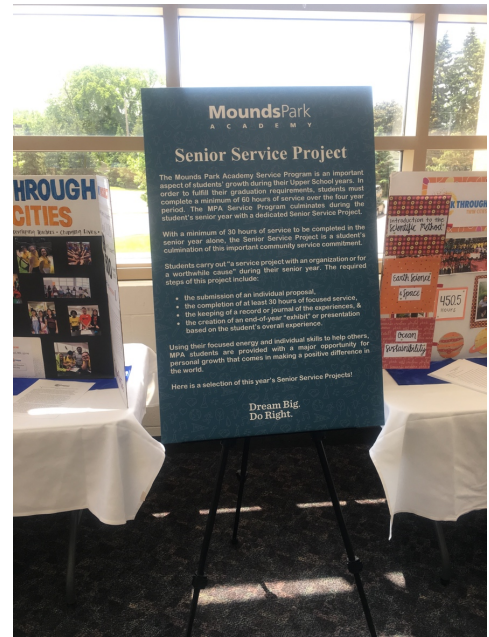
Supplies

- 4 Lobelia [10-in baskets]
- Watering can
- Ladder



Senior Service Project Display

On the day before graduation (Friday June 5, 2020), drape two 8-foot tables with white tablecloths and a blue runner to display the selected Senior Service Projects near the west windows in the Gallery. Randy Comfort will have chosen which service projects (between 4-6) that are to be displayed. Check in with him by the Senior Service Fair, which is usually held the Monday prior. He will let you know where and when he will leave the selected boards. Six Senior Service Projects were selected for 2019 (and five in 2018). In 2019, the junior parents created a poster overview of the Senior Service Project (on foam board) that can be used each year. It describes the requirements of the project and the necessity of completing the service project as a requirement for graduation. Place this board on an easel between the tables. White and royal blue balloon bouquets were placed on both sides of the display.



Volunteers Needed

One volunteer to coordinate with Mr. Comfort & arrange tables/decor

Supplies

- Senior service projects
- 2 tables
- White tablecloths and blue runners
- Poster board of description of the Senior Service Project
- 1 easel



Senior Class Photo

The Class of 2020 had their class photo taken in spring. Sara Mohn will be your contact to get a copy of the photo for large-media printing. At or around May 1st it should be printed to 3-ft x 4-ft & have "Congratulations Class of 2020" printed on the poster. In 2019, Sara was working on Photoshopping in missing students on May 14. The final photo was available on May 22.

Volunteers Needed

One volunteer for this task [Contact FastSigns White Bear Lake for printing – 651.578.0527 or Ryan Campbell at ryan.campbell@fastsigns.com]. FastSigns will provide a proof for you to



examine if you request one. They give MPA a 20% discount and charge no tax so be sure these are considered. When you pick up the finished poster from FastSigns, have them print out an invoice to MPA and deliver it to Dianne Peterson.

Supplies

- Poster with Congratulations notation
- Special 3M masking tape from Vern in MPA facilities
- Decorative stars and paws for wall

Senior Photo/College Choice MPA Display

By April 1 email every senior parent to ask them to provide a 5x7 vertical photo of their graduate to be delivered to Dianne Peterson by April 25. Create a photo profile of each student with their photo, name and his/her college choice. The royal blue paper was purchased at Michael's, the stars from Party City and the Graduate 2018 stickers came from either Office Depot or Staples. Dianne Peterson can give guidance on the name each student prefers (some do not want their legal name used.) Lisa Pederson in College Counseling has the list of students and where they are going post high school. Be sure to check for corrections with Administration or College Counseling before hanging up on Friday June 5, 2020 as last minute changes on college choices can occur. A collage of the profiles spelling *MPA!* was created from photos of our graduates and placed on the large, white wall in the Gallery.



Volunteers Needed

Two volunteers works well. Craft night one day/night to build the photo/college cards sometime after May 1 and before Friday June 5 when the photos are hung on the wall.

Supplies

- 5 x 7 vertical photo of each graduate
- Royal blue stock paper
- Class of 20xx, star and/or graduation theme decorative stickers

- Rubber cement to assemble profiles, 3M masking tape from Vern in MPA facilities to adhere senior photos to cinderblock wall
- Label with student name and college choice
- Ladder

Nicholson Center

Stage, Entrance Arch, Railings & Black Board

Nicholson Stage

The Nicholson Center has a required set up for commencement that has been in place for years. The ferns and white mums can be rented from Rose Floral of Stillwater. MPA has an account with them and they are very familiar with our annual request. I would recommend creating the order 30 days in advance of commencement.

Rose Floral will drop off and pick up the rented plants. Make sure the mums and ferns are watered before setting them in place. Last year we had a volunteer bring a tarp and watering can so that you can water the plants in the Gallery before placing them and not get the carpeting wet. Re-use the bows that were created for the pots (up close they don't look very nice, but from the seats they add color). Refer to the photo below for a detailed look at how the flowers and ferns should be set up along the sides and in the middle. On the top stair of the center mums and ferns is a vase of fresh flowers. In the past, a dozen white roses have been placed in the vase. Last year we used hydrangeas and other larger flowers to create a more impactful bouquet (photo is below) which was purchased from Sweet Peas (651.730.9115) in Woodbury. The Eschs provide the center table and would be willing to do so again for this year. Wooden cubes which are used for art displays are found in the Gallery closet. They should be placed at each end of the stage to finish off the sides.



Volunteers Needed

Three volunteers work well to get this task organized & set out for the ceremony.



Supplies

- 28 white mums
- 18 ferns
- Floral bouquet
- Bows

- Water pitcher
- Tarp
- Wooden cubes

Entrance Arch

The entrance arch in which the newest grads enter the Nicholson Center is made up of the metal trellis (in storage), blue & white satin swags, & a couple of the MPA balloon stands. See photo.

Volunteers Needed

One volunteer to determine a plan and order supplies, set up and decorate arch as needed.

Nicholson Center Railings

Randomly place stars on black railings that run up the stairs and along the top platform. Stars are repurposed from year to year. They are stored in a bin in the room above the PA Room/ Panther Den. You will need a custodian/faculty member to unlock the door.

Volunteers Needed

Three to four volunteers can make this task quick & easy.

Supplies

- Stars
- Tape



Outdoor Spaces

Gardens & Gallery Entrance Gardens

We recommend tending to the gardens around May 1—or whenever Minnesota weather allows. The garden outside of the Gallery is planted with many perennials. Please check & coordinate with Michelle Mick (MPA LS parent) who grows plants with LS students in that bed. Her seedlings are easily confused with weeds. You may need

to touch up the mulch and we added a few annuals for an additional pop of color. This was also done in the garden outside of the atrium.

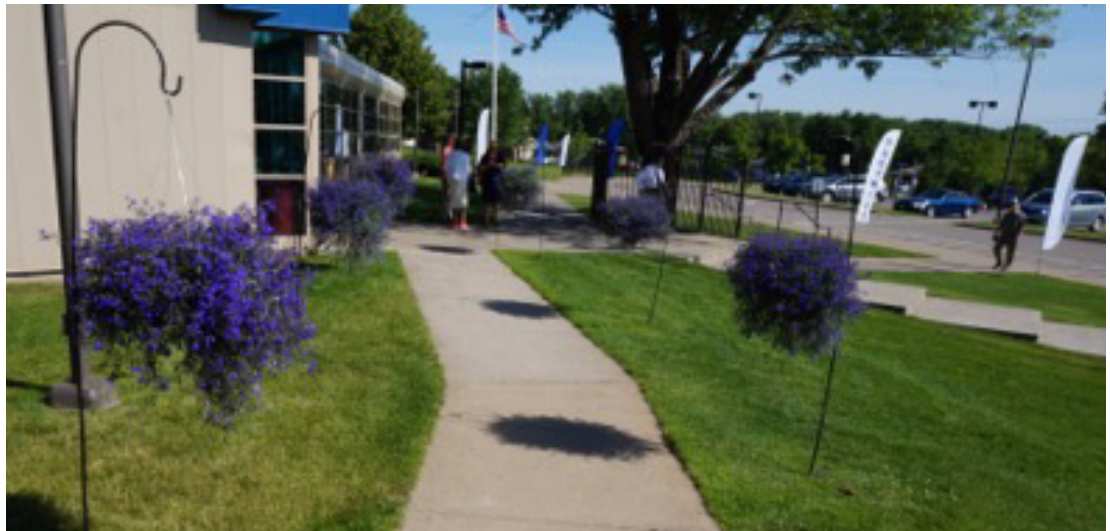


Gallery Entrance

In 2015, a family donated an iron bench to be used outside the entrance into the Gallery. Lobelia (hanging blue plants) should be hung on shepherd hooks and placed on pedestals rented from Sweet Peas in Woodbury. All of the iron items and shepherd hooks should be in storage at MPA. We purchased 13 lobelia plants (10" size) for the outside area and 4 for on the ledge inside the Gallery (total = 17) from Bachman's in Maplewood. Lobelia can also be ordered through Rose Floral.



Please note: If possible, use a few potted blooming plants to cover the rodent poison station along the some of the garden's corners.



Congratulations Banner

The MPA Marketing Department creates the banner sign that attaches to a wooden frame and is hung above the outside Gallery door. The custodial staff will hang the sign the morning of graduation.

The custodial staff is responsible for placing the MPA flags along the outdoor entrances. We recommend a volunteer coordinates with marketing and the custodial staff to remind them of these tasks.



After commencement the lobelia can be given to volunteers or staff as they are not returnable.

Volunteers Needed

Four volunteers are adequate to set up the Gallery Entrance.

Supplies

- Lobelia
- Shepherds hooks
- Iron bench
- Iron trellis
- Iron backdrop
- Rented pedestals and planters
- Mulch
- Annuals
- MPA Congratulations sign



Porter Conference Room – Professional Photographer

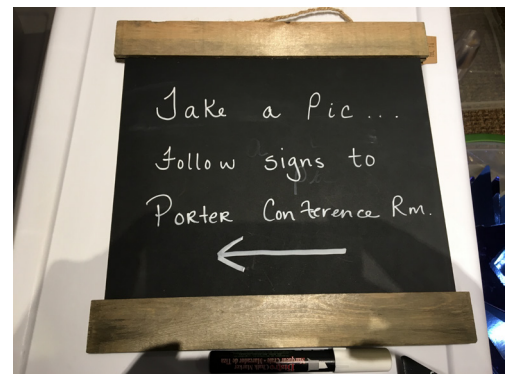
A photographer is hired on the day of graduation for the graduates and their families to have their picture professionally taken. The photographer will set up in the Porter Conference Room. He/she will bring a backdrop. Two tables with tablecloths should be set up with a couple of chairs for a check-in station. You will need a volunteer present for the entire time the photographer is there to assist with payment/checking in. Dianne Peterson in the Upper School office can provide you with the timeframe the photographer will be available for taking photos. Previous years pens, breath mints, combs and a handheld mirror were provided for the photograph station. We had some extra flowers which were used at the Check-in station. Signs pointing towards the PCR to help guide the students to the photographer were a great addition. The PCR needs to be cleaned up and put back together during the ceremony because there is a meeting in there later that evening. Note: photos below were from 2017 when pictures were in the Atruim but we found the PCR has more space and air conditioning.

Volunteers Needed

Two volunteers make for a dynamic duo on this task

Supplies

- 2 tables
- 2 chairs
- 2 tablecloths
- Pens
- Any extra items you would like to add



Reception Space

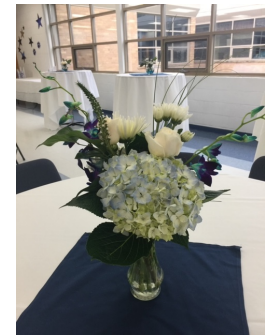
Cafeteria

The reception is short-lived. It is typically only 30-45 minutes long. Families are moving from the ceremony to the reception for hugs and celebration before they leave to make 8:00-8:30pm dinner reservations.

Typically their graduates need to be at their Senior Overnight by 10:00-10:30 pm.

You will need to place an order with the custodial staff for tables and chairs to be set up in the Reception Area the evening of Friday June 5, 2020. [Use SchoolDude to make requests for the tables, high tops & trash receptacles <https://www.moundsparkacademy.org/current-families/schooldude.shtml>] They can refer to previous years' requests but it is best to provide them a diagram of how you'd like it arranged.

We used white tablecloths and blue cloth napkins to top the tables. The linens were ordered from Sage Catering. Fresh flowers were placed throughout the reception on each table in the North Entrance to decorate. An order can be made with Bachman's (MPA has an account with Bachman's in Maplewood for easy purchasing). We found it was most economical to purchase the flowers in bulk and create the floral arrangements ourselves. We placed the order with Bachman's, picked up the flowers at noon on Saturday and had volunteers help assemble the arrangements for the tables and buffets. The deep blue hydrangea is called "Shocking Blue" & the orchids are dyed dendrobium orchids. There are vases in the PA storage room. Additional vases will not be necessary. We additionally had 3 larger arrangements for the buffets. An extra-large arrangement was designed for the middle buffet. It is nice to have the tables topped & the arrangements place before 5pm.



Other Details for either reception location

Disposable royal blue table skirting from Party City was used around the large, gray garbage cans to create a cleaner, cohesive look at the reception. Requests for the trash receptacles are to be made through the SchoolDude system. <https://www.moundsparkacademy.org/current-families/schooldude.shtml> as well as any other custodial requests.

Glass blocks are available at MPA to create varying heights for staging the buffet tables.

Volunteers Needed

Four to five volunteers work well for setting out tablecloths, arranging flowers, and staging buffets & beverage stations in the Reception Area.

Supplies

- 4-5 sit-down round tables w/8 chairs per table
- 15 high-top tables arranged around Cafeteria or North Entrance down the Science hallway
- 20 round tablecloths to cover both high-tops & large sit-down rounds
- 3 8-ft tables for 3 buffets
- 3-6 long tablecloths for buffets
- Extra tablecloths & drapery for beverage station & buffets
- Vases from Storage Room
- Scissors for cutting flowers



Food & Beverages

Members of the Junior class will assist with serving the food at the commencement celebration. Each server should wear a blue apron. The student volunteers will get a service hour for their time. Some Juniors were needed for serving and the remainder helped us enormously with teardown and cleanup. You can ask Dianne Peterson to send an email for Junior class volunteers. They are at the ceremony anyway, may as well get service hours for it!

We received our expected attendance number from Dianne Peterson in the US Office. The total count of people for the reception was devised by using the graduates. Example: 54 Seniors & an average of 7 people/family attending ceremony. 52 Juniors and about 1/3 Juniors will attend the reception. Most board and many faculty attend. We estimated approximately 30-50. We estimated food for 425-450 people.

Food Served at 2017 Reception

- Miniature cupcakes [ordered from Kowalskis Catering – \$6/dozen]
- Caprese skewers [ordered from Kowalskis Catering by the platter 52 skewers at \$40] – ***Huge hit with guests!***
- Fresh strawberries [from Sage Catering]
- Lemonade [from Sage Catering]
- Café Water [from Sage Catering] – ended up going with simple ice water due to the intense heat that day and the historical feedback that water was not available enough.

The menu items were selected due to the speed at which we needed people to get through the buffets. There were no choices to make. There were no sauces or dips to slow buffet line people down. As noted on the previous page, we had double-sided buffets to get them to partake in the reception food. The skewers were there for the savory-minded folks and the strawberries/cupcakes were for the sweet-minded guests.

We ordered a variety of vanilla and chocolate mini-cupcakes from Kowalski's Catering. I asked that they use blue, white and chocolate frosting to add the MPA blue to the buffet. They needed plattering before the reception. The caprese skewers were a hit! They are a non-sweet option that is *gluten-free and vegetarian*. For 450 guests, eight caprese platters were ordered. The cost was roughly \$500 through Kowalski's Catering.



We ordered the fresh strawberries [4 flats] from Sage Catering. Sage washed and bowled the strawberries for us. Sage is a great resource and knows many ins-&-outs of the event. Be sure to confirm what they are going to take care of and supply for the event. Coordinate the linen order through Sage.

You will need to purchase napkins, plates and cups for the event. Check with Dianne Peterson about the attendance count. Graduation 2017 had roughly 450 people. There are some reserve paper items in the Storage Room above the PA Room.

We borrowed silver and glass platters, tiered cookie trays, cake pedestals and serving utensils from Sage for serving and displaying the commencement treats. We made sure the pieces were returned clean to Sage.

Volunteers Needed

8-10 volunteers are needed to take on the Reception/Food tasks. More hands means lighter work, but too many hands can lead people to boredom. We had roughly 10 for 2017.

Supplies

- Extra tablecloths and drapery for beverage station & buffets [flouncing]
- Blue napkins for under High-Top centerpieces
- Platters for cupcakes [Sage bowls strawberries & skewers came on platters]
- Serving utensils for skewers & strawberries
- Glass blocks for staging buffets
- Paper blue skirting for garbage pails
- 450-500 small appetizer-sized plates [blue colored]
- 500-750 small beverage napkins [blue colored]
- 500-750 small [8-10oz] cups, preferably clear (inexpensive to buy at Costco)



Clean-Up/Teardown

There is a need for one parent to coordinate getting a ladder, scissors and the storage bins together so decorations can come down as soon as people are out of the Nicholson Center. Ten junior students and 3 parents could do it in less than an hour.

The order of teardown is dependent on where the reception is held in order to wait until most guests have left the area:

- a. Take down gallery, Nicholson, commons area, railing decorations and store in bins in storage area above PA room. Move all rented flowers out of the Nicholson Center and into the Gallery (be sure they are well watered). Volunteers can take the Lobelia
- b. Assist in tear down reception and return items to either the kitchen or the storage area above the PA room.

NOTE: The Monday after graduation Rose Floral picks up rental flowers. The drapery can't be taken down until the red carpet in the auditorium is removed so that the lift can be moved from the auditorium to the gallery. Therefore the drapery is taken down by custodial staff the following week.



Junior Parent Graduation Assignment Sheet

2019 Graduation - Volunteer Needs

Lead Volunteer	Area	Project	# of Volunteers	Prep-time	Installation Date	Activity Begins	Volunteer 1/6	Volunteer 2/7	Volunteer 3/8	Volunteer 4/9	Volunteer 5/10	COMPLETED
M. Peacock	Committee Chairs	Organize the troops, inventory supplies, document proces for next year	1-2		Begin after Spring Break		M. Peacock					✓
	Commons & Railings	Gaduation Party Sign-Up	1	January	February	N/A	M. Samsel (Class 2019)					✓
Early Graduation Decorations (Mid-May)												
M. Nicoski	Commons & Railings	10 Day Count Down-Starts 5/15	1	April	5/10/2017 3:30 PM	5/13/2019	M. Nicoski					
P. Akers	Commons & Railings	Stars with Blue & White Globes	3-4	5/1-5/10	5/10/2017 3:30 PM	5/13/2019	P. Akers	M. Peacock				
Week befor Graduation												
L. Hockert	Commons & Railings	Upper School Stairway Swags	2		5/31/2019 noon	6/3/2019	L. Hockert	B. Finch				
M. Peacock	Nicholson & Gallery	Ceiling Drapery	3-4	May	5/31/2019 noon	6/3/2019	M. Peacock	B. Horlbeck				
Friday Before Gradation												
B. Horlbeck	Nicholson & Gallery	Senior Service Projects & Senior Class Photo, Gallery Banner	1		6/7/2019 noon	6/8/2019	B. Horlbeck					
S. Cernohous	Nicholson & Gallery	College Choice With Student Photo	2	May-June	6/7/2019 noon	6/8/2019	S. Cernohous	J. Moore				
	Nicholson & Gallery	Arch at Entry	1	Decide May	6/7/2019 noon	6/8/2019						
M. Nicoski	Nicholson & Gallery	Railings with Stars	3-4		6/7/2019 noon	6/8/2019	M. Nicoski					
M. Nicoski	Nicholson & Gallery	Black Boards [x2] (plus Inspirational Quotes [x6] for Cafeteria)	2		6/7/2019 noon	6/8/2019	M. Nicoski					
C. Harvanko	Nicholson & Gallery	Lobella Plants Above Nicholson Doors	2	May	6/7/2019 noon	6/8/2019	C. Harvanko					
C. Harvanko	Nicholson & Gallery	Order & Set Stage Flowers	3	May	6/7/2019 noon	6/8/2019	C. Harvanko					
C. Harvanko	Outdoor Gardens	Spruce Up Grounds, Add Mulch	4	May	6/7/2019 noon	6/8/2019	C. Harvanko	P. Akers	T. del Rosario			
M. Peacock & J. Holloway	Cafeteria	Order Tables/Chairs for Gallery, Atrium & Cafeteria from Facilities	1	May	6/7/2019 noon	6/8/2019	M. Peacock	J. Holloway				
M. Peacock & J. Holloway	Cafeteria	Order Linens for Gallery, Atrium & Cafeteria	1	May	6/7/2019 noon	6/8/2019	M. Peacock	J. Holloway				
J. Holloway	Cafeteria	Purchase Paper Products	1	May		6/8/2019	J. Holloway					
J. Holloway	Cafeteria	Decorations	10		6/7/2019 noon	6/8/2019	J. Holloway	M. Peacock	D. & S. Cernohous	Stefanie Galicich	B Yang	
							Linda Goodno	Sandra Jones	Beth Finch	Sean Grimes	H. Khouw	
Saturdsy of Graduation												
J. Holloway	Food	Food Order	1	May		6/8/2019	J. Holloway					
J. Holloway	Food	Food Set-up and serving	10		6/8/2019 set-up 3:30 pm	6/8/2019	J. Holloway	M. Nicoski	B. Yang	P. Akers	T. del Rosario	
					6/8/2019 serve 4:30 pm	These may be same people as set up	B. Horlbeck	J. Ogden	Sarah & Rich Julie	Tori	Seynab	
C. Harvanko	Cafeteria	Floral Arrangements	3	May	6/8/2019 TBD	6/8/2019	C. Harvanko	M. Nicoski				
M. Peacock	Porter Conference Room	Professional Photographer	2	May	6/8/2019 3:30-6:00 pm	6/8/2019						
	Photographer	Photograph Decorations for Next Binder	1		6/8/2019 TBD	6/8/2019	M. Peacock					



Budget and Ordering for Graduation

Graduation Committee Budget Note:

As best we can figure, money for the graduation decoration and reception is allocated from the Upper School and the MPA PA US budgets. Vendors that MPA has accounts with (Bachman's, Rose Floral, Sage) get billed to the Upper School budget and then other expenses that parents need reimbursement for (Kowalski, Party City, Michaels, Sweet Pea, Kowalski's) are reimbursed to the individual through the MPA PA budget.

Summary Ordering List:

Party City (no account – get reimbursed by PA)

- 4 giant silver mylar balloon numbers 2019
- mylar blue circles and silver star balloons in groups of 3 to decorate senior project area (2 groups) and reception (4 groups). And/or do bunches of 7-8 regular non-helium blue & white balloons hung from the ceiling in cafeteria (from Balloons Express)
- paper products: napkins, plates, clear 8 oz glasses (as needed)
- blue skirting to wrap around garbage pails. Need 4-5 skirts (?)

Michaels (no account – get reimbursed by PA)

- supplies for Senior Photo collage blue paper, stickers

Rose Floral 651.439.3765 (MPA has an account)

- rental of graduation plants
- Note: Lobelia can be orderd from here too (see Bachman below)

Bachman Order 651.770.0531 (MPA has an account)

- 17 hanging 10" purple/blue lobelia plants (4 for inside NC, 13 for outside gallery)
- blue cut flowers and greens to make small arrangements for table tops and food display areas

Sweet Peas (Tara) 651.730.9115 in Woodbury (no account – get reimbursed by PA)

- centerpiece arrangement for Nicholson Center stage
- 2 white pedestals for outside the Gallery

Kowalski's Catering 651.313.6870 (no account – get reimbursed by PA)

- tomato and mozzarella skewers
- mini cup cakes in blue and white frosting

Sage Catering (MPA has an account)

- Strawberries
- Water
- Lemonade