

Graduation Checklist/Cost Worksheet

The Required Stuff	Due	Done	Estimated Costs
Graduation registration fees: Early bird discount by September 19 Regular registration (non early bird) <i>Option to pay \$25 non refundable deposit and pay in full by November 30.</i>	Due at registration (registration deadline is November 30) Due November 30 Register online at: www.chalc.org	<input type="checkbox"/> <input type="checkbox"/>	\$125 to \$140 for CHALC Members \$180 to \$195 for non-CHALC Members <i>Early Bird discount avail. if paid by September 19th.</i>
Ordering Information: Up to 20 invitations are provided in your basic fee. Additional invitations can be ordered.	November 30	<input type="checkbox"/>	None, unless additional invitations are ordered (usually \$1.00 per invitation) Also, postage for mailing
Biography Information	An email will be sent with directions on writing your bio. Due: January 31	<input type="checkbox"/>	None
Submit photos of graduates for Bio and video collage	January grad. planning meeting	<input type="checkbox"/>	None
Optional Stuff	Due	Done	Estimated Costs
Senior Portraits Taken	Fall	<input type="checkbox"/>	Varied Cost
Graduate Family Banquet Tickets	Available for sale at January and February Grad meetings	<input type="checkbox"/>	Estimated \$20-\$27 per ticket X # needed =
Banquet Talent Sign Up Auditions for banquet talent	January February and March	<input type="checkbox"/> <input type="checkbox"/>	None
Original artwork submitted for graduation ceremony program	February	<input type="checkbox"/>	None
Submit speech for graduation ceremony	February/March	<input type="checkbox"/>	None
Student Formal Tickets Includes dinner and entertainment. Other costs include photos, dress, suit, flowers, transportation, after party if desired	Available for sale at February and March Grad Meetings	<input type="checkbox"/>	Estimated \$40-\$50 per ticket plus additional expenses
Class/Diploma Presentation Photos and/or Graduation Ceremony DVD	Order by May Grad Meeting	<input type="checkbox"/>	Varied Cost
Diploma and cover for diploma This is either provided by the diploma service or you can issue your own.	Order by March/April	<input type="checkbox"/>	Varied Cost