Graduation Checklist/Cost Worksheet

The Required Stuff	Due	Done	Estimated Costs
Graduation registration fees: Early bird discount by September Planning Meeting Regular registration (non early bird) *Option to make payments starting w/$25 nonrefundable deposit then must pay in full by November 30*.	Due at registration (registration deadline is November 30) Due November 30 Register online at: www.chalc.org	□ □	$135 to $150 for CHALC Members $190 to $205 for non-CHALC Members *Early Bird discount avail. if paid by September Planning Meeting.*
Ordering Information: 25 invitations are included. Additional invitations can be ordered.	November 30	□	Included in grad. fee unless additional invitations are ordered. Cost of postage to mail invitations.
Biography Information	An email will be sent with directions on writing your bio. Due: January 31	□	None
Submit photos of graduates for Bio and video collage	January grad. planning meeting	□	None
Optional Stuff	**Due**	**Done**	**Estimated Costs**
Senior Portraits Taken	Fall	□	Varied Cost
Graduate Family Banquet Tickets	Available for sale at January and February Grad meetings	□	Estimated $20-$27 per ticket X # needed =
Banquet Talent Sign Up Auditions for banquet talent	January February and March	□ □	None
Original artwork submitted for graduation ceremony program	February	□	None
Submit speech for graduation ceremony	February/March	□	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	□	Estimated $40-$50 per ticket plus additional expenses
Class/Diploma Presentation Photos and/or Graduation Ceremony DVD	Order by May Grad Meeting	□	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	□	Varied Cost