

Graduation Checklist / Cost Worksheet

NAME _____

<u>The Required Stuff</u>	Due	Done	Estimated Costs
Complete/return Graduation Information forms: Data Base Information Cap & Gown Info Bio Information Verse (personal)	ASAP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None
Pictures for Bio and Video Collage turned in.	January	<input type="checkbox"/>	None
Graduation Fees: Registration Fee \$25.00 Remaining Balance (CHALC: \$125.00 Non- CHALC: \$165.00 Check payable to CHALC)	With registration January 31	<input type="checkbox"/> <input type="checkbox"/>	Total = _____
<u>Optional Stuff</u>			
Senior Portraits Taken	Fall	<input type="checkbox"/>	varied cost =
Grad Family Banquet Tickets	On sale Feb-Apr	<input type="checkbox"/>	\$18-\$24 per ticket x # needed =
Banquet Talent Exhibit/Program sign up deadline	March	<input type="checkbox"/>	None
Original class song composition turned in	November	<input type="checkbox"/>	None
Original Artwork			
Additional Invitations Between 20-25 invitations are provided in your basic fee. We usually have the option to order more if desired. (Don't forget to add your postage costs for the total number sent :-)	March	<input type="checkbox"/>	Usual cost is \$1 per invitation x number needed = _____ -
Student Formal Tickets In the past price has included dinner, entertainment and photo. Other costs to add would be dress/tux, flowers, transportation, after-party as desired.	On sale Feb-May	<input type="checkbox"/>	\$45-\$50 per ticket x ____ = _____ +added costs.
Class/ Diploma Presentation Photos Usually the photographer puts a package together which includes both poses.	Graduation Day	<input type="checkbox"/>	Approx. \$20 for both photos
Diploma &/or Diploma Cover This is either provided by the diploma service or you can issue your own.	Order by March/April	<input type="checkbox"/>	Varied Cost