

# Carlisle Public Schools Graduation

## Flower Subcommittee Guide

Remember to keep all of your receipts and be sure to have the PTO Tax ID form with you when you make purchases. This will mean you will not pay Massachusetts retail tax on your purchases. The class treasurer will reimburse you, but not for any tax. Ask the co-chairs for the Tax ID form.

Budget: The Graduation Co-Chairs will have this number for you.

Timeline: April through graduation day

Overview: This Subcommittee is responsible for determining the flower needs for graduation, placing the order with the florist, assisting students with putting flowers on for photographs, transporting flowers and plants from and to the florist.

### Timeline

#### April

- Make contact with florist in April, but order won't be finalized until early June.
- Get final list of graduates to determine number of flowers needed (Boy vs. Girl)
- Verify with Middle School Principal that only graduates will receive flowers (i.e., no teachers, administration, Marshalls, ushers, special guests, etc.)
- Remember to give Florist the PTO Tax Exempt ID # to eliminate taxes on your purchases
- If budget allows, the delivery charge of \$50 is worth it for stage plants loaners (that includes drop off the day of and pick up the next day.)
- Arrange with the Food Services Director to use the cafeteria 'milk' coolers to keep the flowers cool between delivery and pinning on the graduates
- Order flowers for graduates (see details below). Include 2 spares for boys and 2 spares for girls to be used during photo shoot.
- Order 2 Table arrangements for diploma table on graduation stage and used later at reception (be sure to coordinate with Reception Subcommittee)
- Order borrowed plants/shrubs for graduation stage (be sure to coordinate with School administration and/or Ceremony Subcommittee)

#### May

- It might be helpful to parents and guardians if all of the subcommittees determine their volunteer needs - with specific dates and times - to create one SignUpGenius for all graduation volunteer needs.

#### June

##### Day of Ceremony - Before Ceremony

- Around 1:00, meet delivery truck to accept and store flowers and plants for ceremony
- About 2 hours prior to ceremony, Assist Photo Committee with pinning flowers on each graduate (use 2 spares for photos) for individual shots
- About 1 hour prior to Ceremony, Pin flowers on all graduates

##### Day of Ceremony - Following Ceremony

- Move all borrowed plants to pre-arranged pick up location for next day pick up by Florist

##### Week After Graduation

- Send receipts to class treasurer for reimbursement
- Update Committee Document for any changes going forward and email to Graduation Co-Chairs

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## Flower Ordering Details

Florist: Mahoney's Winchester, MA

Cindy Mahoney (Carlisle Resident) – handles Stage Plant “loaners”: 617-755-0901,  
[donations@mahoneysgarden.com](mailto:donations@mahoneysgarden.com)

Helen Brown – handles flower order: 781-729-5900, [hbrown@mahoneysgarden.com](mailto:hbrown@mahoneysgarden.com)

### Flower Order:

- Female Graduates – Single Stem “Malibu” rose with baby’s breath and green (no cellophane) and pink ribbon (\$3.50 each - 2019 price)
- Male Graduates – Boutonniere with white roses and baby’s breath and green (\$7.50 each - 2019 price)
- Table arrangements - 2 for diploma table on graduation stage and used later at reception (approximately \$100 - 2019 price)
- Stage Plants – 6-8 large ferns and 6-8 flowering plants (No charge – borrowed and returned)