

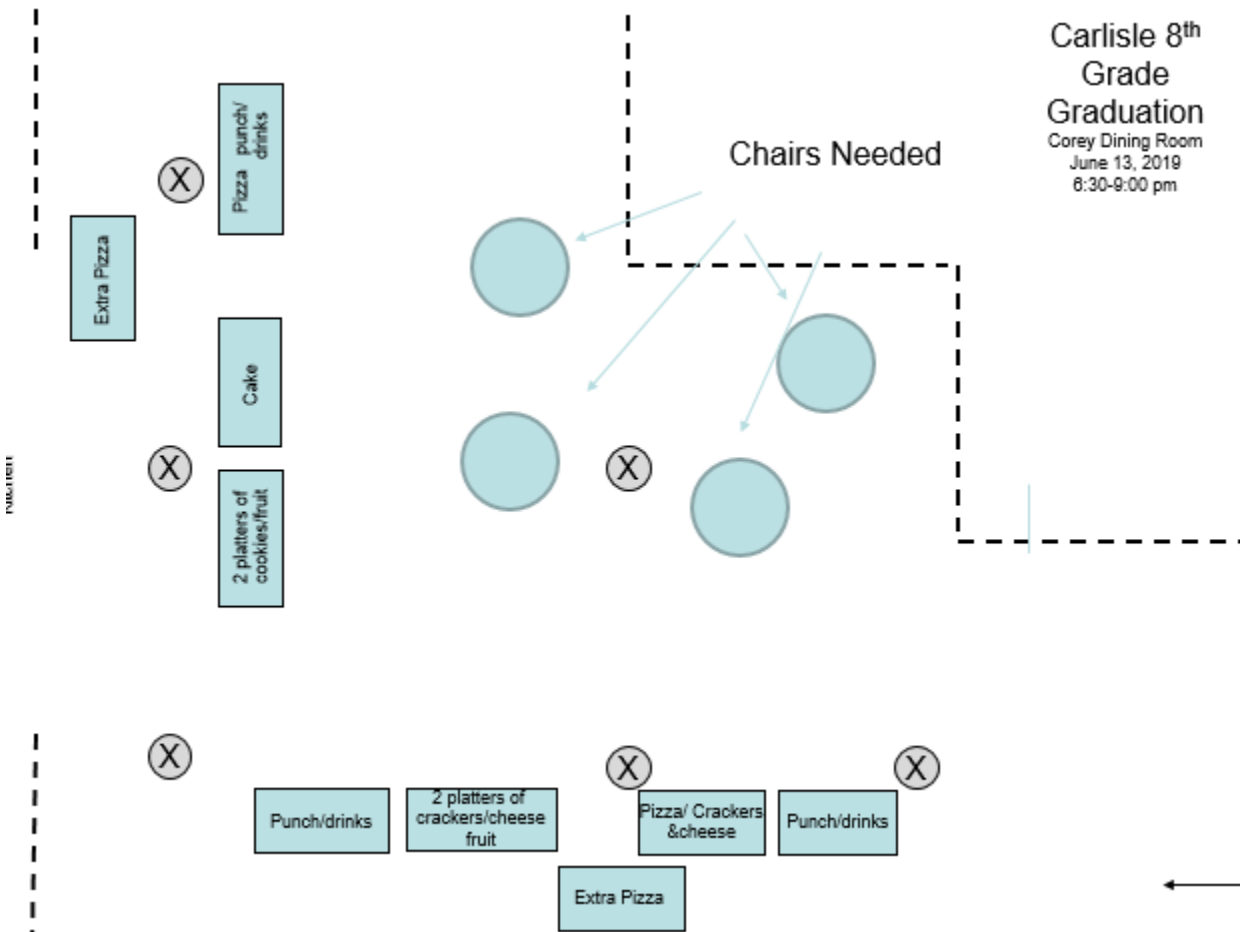
Carlisle Public Schools Graduation Reception Subcommittee Guide

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 the reception immediately following the graduation ceremony. It is held in the cafeteria and is not a sit down meal. Tables are set up around the cafeteria with different food areas; drinks, pizza, cheese & crackers and cookies and bars. A guide showing the room set up is available (see below). The Reception Subcommittee plans, sets up and cleans up after the reception. Volunteer parents/guardians and students from the 7th grade host the reception so the subcommittee members can enjoy the reception.



Carlisle Public Schools Graduation Reception Subcommittee Guide

Timeline

April

- Once the graduation date has been set, work with the Treasury Coffee Subcommittee Chair to reserve the cafeteria. It is recommended that you meet with the Food Services Manager to understand what equipment and spaces are available to you for the reception and what time you can access the cafeteria for set up. Find out where nonperishable items can be stored before graduation and where items that need refrigeration should be stored. What is the best time for volunteers to deliver their items?
- Work with your subcommittee to decide the menu for the reception. Foods should be finger food that are easy to hold and eat while mingling in a very busy space. Past classes have done pizza, cheese and crackers and cookies and bars. They've also had a large cake decorated to congratulate the students. Consider using big box stores like Costco or BJ's as they are bulk purchases and the quality is usually good. This makes the process easier for the subcommittee. Consider a nut free and gluten free options in smaller quantities for families with allergies. (Please don't buy individual bottles of water or soda, gallons or 2 liter bottles are better for this event.)

2019 Reception Menu – most purchased from Costco or BJ's

- 3 trays of cheese
 - 2 large boxes of crackers
 - 1 large box of gluten free crackers
 - Small nut free cupcakes
 - Fruit (cut onsite and made into 3 large fruit salads)
 - 1 Veggie Platters w/dip
 - Brownie Bites – 4 packages (~200)
 - Cookies
 - 1 8" gluten free cake
 - 2 custom sheet cakes (w/graduation design)
 - 250 water bottles (donated from field day)
 - 4 large (party size) lemonades
 - Pizza - 40 cheese / 5 gluten free, consider having it delivered at 7pm. (Juniors in Acton delivers with no charge and Comella's charges 10%. You'd have to consider a tip as well.)
- Coordinate with the Treasury Coffee Subcommittee to meet and inventory the 8th grade graduation paper supplies and decorations in the PTO storage shed. You'll note these supplies are in tubs labeled for the graduation.
 - Make a list of what you will need once you know how many supplies are already in the storage shed.
 - Your subcommittee should also decide how/if you want to decorate the cafeteria. Tablecloths and some cheerful decorations are recommended. Decorations from past classes are available in the PTO shed in tubs marked 8th grade graduation.

May

- Obtain nonperishable items needed for the reception.

Carlisle Public Schools Graduation

Reception Subcommittee Guide

- Reach out to parents and guardians to ask for help with set up and clean up. You can use the Buzz, and/or ask the Committee Co-Chairs/Room Parent to send out a message to parents and guardians. 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.
- Review the 7th Grade Reception Host Timeline to be sure it reflects your plans for the reception. Make changes to the timeline and send to the 7th Grade Reception Host. (You can get this timeline from the Graduation Co-Chairs.)
- Contact 7th Grade Reception Host, ask them to get their volunteers together now. They should ask people who they think might want to be a part of the graduation committee next year. It is also important to have 7th grade parent volunteers to help with reception clean up.
- The 7th Grade Reception Host is responsible for securing a volunteer to order and pick up the pizza. We recommend the pizza delivery at 7:00 pm. Juniors delivers with no charge and Comella's charges 10%. You'd have to consider a tip as well.
- Break down the shopping for several volunteers to manage. Determine where and when they should deliver their items to the cafeteria. Let the Food Services Manager know when the items will be delivered to the cafeteria and where they will be stored.

June

Week Before Graduation

- Meet with the 7th Grade Reception Host to review the reception plans. Answer any questions they may have.
- Contact the Slide Show Chair to coordinate when they'd like the slide show to take place (typically around 8:00 pm) and determine the plan to announce / move students and guests to the auditorium.
- Confirm shopping lists with volunteers, make sure they know where and when to deliver their items to the cafeteria.
- Confirm with the Food Services Director what time you can access the Cafeteria to begin decorating
- Confirm with the 7th Grade Reception Host that the pizza is ordered and that a volunteer will pick up the pizza (or it will be delivered).

Day of Ceremony - After Treasury Coffee

- Arrive at the agreed upon time to begin decorating.
- Ensure you have access to the PTO shed to get out the paper products and decorations.
- Using the room set up guide (in PPT) or your own design, decorate the cafeteria keeping in mind that the majority of the guests will stand but you will need some tables/ chairs for those who cannot.
- Invite 7th Grade Reception Host to meet in the cafeteria to show them what needs to be done in regards to the serving.
- If the 7th grade reception host is unable to meet you, label each space with written instructions on where items belong or snap a picture of the layout and send instructions to the host. Make sure they also know what items are in the coolers that will need to be put out.

Carlisle Public Schools Graduation

Reception Subcommittee Guide

- Once the reception is over, begin clean up with reception volunteers. All unused materials should be returned to the PTO shed in the 8th grade graduation bins. Try and recycle what you can for next year's class.

Day After Ceremony

- Send note of thanks to volunteers and 7th Grade Reception Host
- Send receipts to class treasurer for reimbursement
- Update committee document for any changes going forward and email to Graduation Co-Chairs