



Guildford Park Secondary School

"Everyone Matters"

10707 – 146th Street, Surrey, B.C., V3R 1T5 Phone: (604) 588-7601 Fax: (604) 588-7762

May 23, 2018

Dear member of the Class of 2018:

On behalf of the staff at Guildford Park, we look forward to honoring the Class of 2018 at this year's Commencement Ceremony:

Bell Centre for the Performing Arts
Sullivan Heights Secondary School
6250 – 144th Street, Surrey, B.C.
7:00 p.m.
Friday, June 29, 2018

All students attending should **arrive at the Theatre by 6:00 p.m.** Please allow for traffic delays as rush hour traffic is in effect.

Admission will be by venue ticket only. Due to limited seating capacity in the theatre, and in an effort to accommodate as many family members and/or friends of all participating students as possible, **students are each receiving 3 tickets per family.** These three tickets are included with this letter with ticket numbers recorded as issued.

Extra Tickets?

We appreciate that some families may wish to acquire additional tickets. Although the venue has a restricted seating capacity, we anticipate having a limited number of additional tickets available. Additional tickets will be open for purchase from the main office. Parents/guardians or students are able to **purchase up to 2 additional tickets for \$5.00 each** (exact change is needed) in person at the school office on the following days and times:

Wednesday, May 30th 2:30 p.m. - 3:30 p.m.

Wednesday, June 6th 2:30 p.m. - 3:30 p.m.

Mandatory Rehearsal

All students intending to participate in the Commencement Ceremony are expected to attend a mandatory **rehearsal at 10:00 a.m. at Guildford Park on June 28th.** At this time students will receive their report cards as well as their gowns, stoles, and hats for the Ceremony. Students are responsible for bringing/wearing their regalia to the Bell Centre at 6:00 p.m. the next evening.

If you have completed all of your graduation requirements by June 30th 2018, your BC Dogwood Graduation Diploma will be available for pick up at Guildford Park between the hours of 9:00 a.m. to 2:00 p.m. from August 27th to August 30th.

We would like to congratulate you on your time at Guildford Park, and wish you all the best with your future plans.

Dr. M. Frank
Vice Principal

Guildford Park Secondary School
Commencement Ceremony Procedures 2018

ON ARRIVAL AT THE BELL CENTRE, REPORT TO STAFF AT THE
SECOND FLOOR ASSEMBLY AREA.

1. **Please note the following:**

- 1) BE ON TIME, or you may not get to cross the stage.
- 2) **Do not bring purses or jackets as there is no place to put them.** Please leave valuables with parents or friends.
- 3) Bell Centre for Performing Arts is a non-smoking area.
- 4) Dress is semi-formal.
- 5) Caps with Souvenir Tassels are yours to keep.

2. **Order of Entry:**

- You will be placed in alphabetical order by a staff member.
- You will then be given instructions for the processional to the stage.
- Once on the stage, **REMAIN STANDING** for 'O Canada'.

3. **Stage Deportment:**

- Students should not chew gum, talk to each other, make noises etc.; maintain formal decorum.
- Electronic and Cellular devices are to be turned off through the Ceremony.
- Your row will be taken backstage. Move across the center stage where you will receive your School Leaving folder from Mr. Tait. Remember to shake with your right hand and receive your folder with your left hand.
- You will proceed to the backstage area to have your photograph taken by Artona. Each student will be provided with a complimentary picture – these can be picked up at the main office in August at the same time as graduation diplomas if you have graduated by June 30th.

4. **Acknowledging members of the Class of 2018:**

- As students cross the stage we will be providing a statement about each student's accomplishments. Please support each other by ensuring these comments are heard.
- Applause should stop once the candidate has crossed stage. This is a formal event for parents/guardians, family and friends. **Shouting out or noise is inappropriate.**

5. **Exit at the end of the Ceremony:**

- You will exit using both left and right aisles. Those at the end of each row **both left and right**, should lead the row down the aisle and out of the auditorium to the main foyer.
- Once in the foyer please proceed to the far end to assist in clearing the way for others.

6. **Returning Gowns:**

- On leaving the stage you will return the graduation gown and stole; all pictures must be taken prior to the Ceremony as **gowns/stoles are returned immediately** thereafter.