

## School Celebration Planning Checklist

This list is provided as a resource for representatives planning school celebrations at the George Washington University. It does not cover other events that may occur during Commencement Week.

Your school's unique celebration may include elements that are not on this list; it is meant to cover the basic items needed to hold a school celebration on campus. The list is divided into categories that relate to the major planning areas: Guests, Graduates, Venue, Ceremony, Reception. If you have the resources, it may be efficient to assign each area to a person or planning committee.

Raise High!

### GUESTS

- ☐ Website
- ☐ Registration site for tickets
- ☐ Tickets or credentials <sup>1</sup>
- ☐ Reserved seating list

### GRADUATES

- ☐ List of graduates
- ☐ Messages (emails, social media posts, etc.)
- ☐ Printed program
- ☐ Medallions (not required)
- ☐ Honor cords or stoles (not required)
- ☐ Gift (not required)
- ☐ Pronunciation cards (with pencils or pens)

### VENUE

- ☐ Space request
- ☐ Space confirmation
- ☐ Videographer (to livestream and record)
- ☐ Photographers <sup>2</sup>
- ☐ Musicians
- ☐ Singers/Vocalists
- ☐ ASL interpreters
- ☐ Signs for graduate line-ups

### CEREMONY

- ☐ Speaker invitations
- ☐ Speakers
- ☐ Script
- ☐ Marshals
- ☐ Procession line leaders
- ☐ Event support staff
- ☐ Faculty to read graduate names
- ☐ Awards/gifts
- ☐ American Sign Language (ASL) interpreters

### RECEPTION

- ☐ Space request
- ☐ Space confirmation
- ☐ Catering
- ☐ Event support staff
- ☐ Photographers
- ☐ Musicians
- ☐ Signage
- ☐ Gift (not required)

1. Events and Venues will provide guidance on the ticketing or credentialing process when information is available.

2. The university secured GradImages as the photography provider for school celebrations. Visit the [Planning Commencement Events](#) website for more information.



Events & Venues  
Safety and Facilities

If you have questions or need further guidance, please contact Cattleya Wongkongkatap, senior associate director of collegiate services, at [cattleya@gwu.edu](mailto:cattleya@gwu.edu).