

preparing for an **ONLINE** **GRADUATION** **CEREMONY**

Involve your students in the planning process!
Here are some ideas to help get the conversation started:

- What traditions do we want to continue to honor?
- Are there new traditions we should consider starting?
- Do we want to ask students or staff members questions they can respond to through video?
- What images or videos should be displayed during the processional? Recessional?
- What's the process to select student and staff speaker(s)?
Musical selections?

SAMPLE ONLINE GRADUATION OUTLINE

DESCRIPTION	VISUALS	AUDIO	NOTES
Processional	Montage of yearbook and user-uploaded photos	Pomp and Circumstance looping	Who is organizing these photos?
Master of Ceremonies	User-generated video	User-generated video	What are the transition points we'll need to record?
Principal's welcoming remarks	User-generated video	User-generated video	Where will this be recorded? What's in the background?
Academic Honors	User generated video for the introduction. Student photos when names are read	Principal reading the names of students receiving academic honors	Who is organizing these photos?
Student speaker	User-generated video	User generated video	What's the audition or selection process?
Senior video	Video highlights from senior year	Selected by students	Who is leading the creation of this?
Musical Selection	User-generated video	User-generated video	Check on licensing agreement for song
Certification of Class of 2020	Principal records video	Principal records video	Who is writing this?
Presentation of Diplomas	Student photos	Staff member(s) reading names alphabetically	Are academic honors listed on-screen along with names?
Tossing of caps	User-generated clips of students throwing caps in the air	Start recessional music	What do we want to use for music here?
Recessional	Montage of yearbook and user-generated videos and clips	Continue recessional music	Who will organize these photos and videos?

For more information to plan an online graduation ceremony visit [captivatemedia.us/graduation](https://www.captivatemedia.us/graduation)