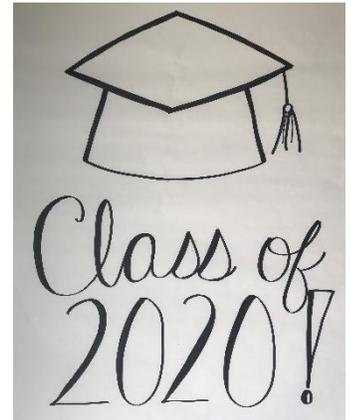


1. Choose a date and time
 - a. What date works best for this event? How much time do you need to get prepared for this event?
2. Choose a location
 - a. Will this be an indoor or outdoor event? If outdoors, make sure to have a backup in case the weather does not cooperate.
 - b. Make sure you have chairs, a “stage” area, and a space for pictures
3. Create your outfit
 - a. Please check out this awesome graduation cap tutorial (*see appendix 1*)
 - b. You can wear something fancy, or just a cap and gown.
4. Create some decorations
 - a. Posters, balloons, pictures, flowers, etc. all help to create a celebratory ambiance.
5. Create a program
 - a. Who will speak during the ceremony? Most graduation ceremonies have the following:
 - i. Introduction of graduates
 - ii. Greetings/Welcome
 - iii. Guest speaker
 - iv. Valedictorian speech
 - v. Awards and scholarships
 - vi. Accepting diplomas
 - vii. Grand march/dance
6. Convince someone to give a speech
 - a. If you are having this event at your house, you could give your own valedictorian speech and your parents can be your guest speaker!
7. Accept your diploma
 - a. Roll up a piece of paper, and shake hands with your parents as they hand it over to you.
8. Have a photo shoot!
 - a. Take lots of pictures! A big part of any graduation ceremony is getting 1,000 pictures taken of you.
9. Look back and be proud of all your hard work! You’ve earned a celebration!



Appendix One- Create Your Own Graduation Cap

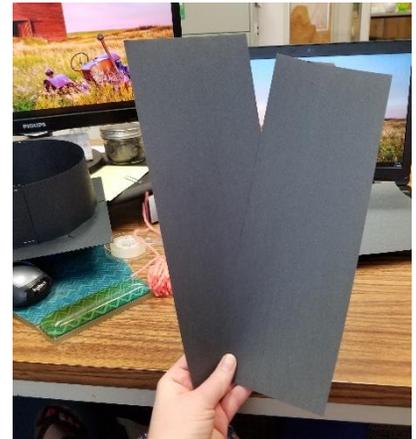
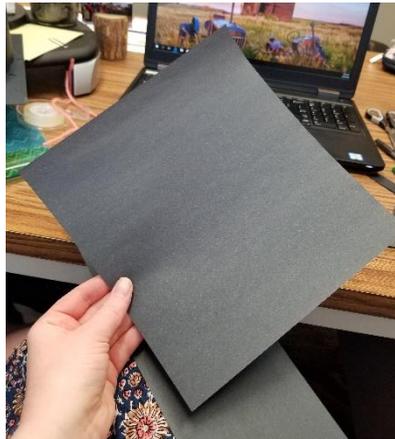
This is an easy craft for anyone to try! By Shelby

Supplies:

- Two pieces black construction or cardstock paper
- Scissors
- Staples
- Glue stick OR hot glue gun OR craft glue OR double sided tape
- Yarn
- A button
- A “can do” attitude!

Steps

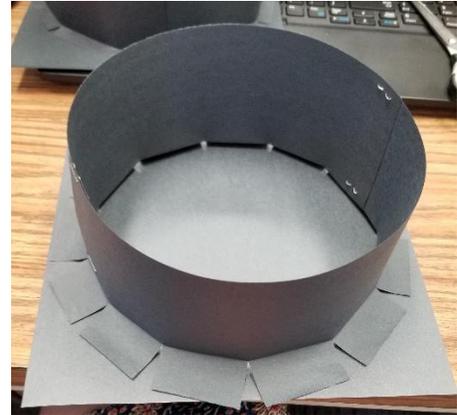
1. Cut the two pieces of black paper. One piece should be cut in half along the long edge, and the other should be cut into a square. I did not measure, which would have made this much easier to figure out what was really a square. Please learn from my mistakes.



2. Cut 1 inch scoring strips into the long pieces, about 1 cm deep. This will help you secure these strips to the top piece. Next, staple these pieces together to create a large tube. NOTE- measure this on your head first. If you want to wear this hat, it should fit comfortably.



3. Fold down the scoring strips, and glue the headband to the square sheet. This is where you can get creative! You can use a glue stick, hot glue, double sided tape, or anything else that you have around your house. You might have to trim some if the excess paper off the strips. Note- If you are using glue, make sure that you are taking the time to let the glue dry. No one likes to get glue in their hair!



4. Now for the tassel! Take your chosen yarn and either wrap it around your hand about 15-20 times. Next, take a strip of yarn and



- tie the top part of the tassel securely. Then, take another strip of yarn and tie it around the tassel securely. Once you have done this, cut the bottom (the side that isn't secured) to achieve the cool fringe look. Don't worry if the fringe looks a little wonky, as you can trim this to make it look beautiful! Before you attach the tassel, you must secure a long piece of yarn to the tassel for hanging.



5. Attach the tassel! I used a hot glue gun, and a button for extra cuteness. Enjoy rocking your new favorite hat!

