

GUIDELINES FOR GRADUATION RECEPTION

3 months prior to Graduation date

1. **Teacher Liaison** selects **Parent Coordinator**.
2. **Parent Coordinator** contacts Delores Toothaker at DeloresToothaker@mail.clayton.edu with whom the arrangements are made for use of the Atrium in the Music Building, the site of the reception and notifies the **Teacher Liaison** of the response and **Graduation Director** as to the number of tables and tablecloths to put into Spivey Hall Contract. (Typically, this is 4 tables with accompanying tablecloths)

1 month prior to Graduation date

1. **Teacher Liaison** passes the Graduation supply boxes to the **Parent Coordinator** for re-supply count. The items contained in the boxes are plastic serving trays and utensils, plates, napkins, cups, plastic forks, toothpicks, etc. for serving donations.
2. **Teacher Liaison** and **Parent Coordinator** consult on donation requests to update Sign-Up Genius to be sent to via AASPA e-mail blast to membership.
3. **Parent Coordinator** initiates Sign-up Genius and sends direct link to **Teacher Liaison** who, in turn handles sending out the e-mail blast. Any AASPA administrators (President, etc.) are able to send out these kinds of communications.

During the month and days prior to Graduation date

1. **Parent Coordinator** should check the Sign-up Genius to see how donations are progressing and contact teacher liaison as to the need to re-send the e-mail blast.
2. Several days prior to the concert, **Parent Coordinator** should check the Sign-up Genius for cash donations and purchase any additional items that have not come in at that time, as well as items to replenish the supply boxes. Receipts for these items should be submitted to **The Treasurer** for reimbursement.
3. Contact Pamela Smith at: pamelaspianostudio@gmail.com and Robin Blankenship at: rblan545@aol.com to make arrangements for the glass beverage servers to be brought to Spivey Hall

Day before the concert or hours before the concert

1. **Parent Coordinator** should check that tables have been set up and covered with tablecloths.
2. Check sign-up genius for volunteers who have agreed to accept the donations and to stay for clean up.
3. Leave concert before final bow to check that everything is in place.
4. Make sure area is cleaned up.