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REAVIS HIGH SCHOOL

District 220

Est. 1950

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April 12, 2018

Dear 2018 Graduate and Parents:

The Class of 2018 Commencement Ceremony will be held in the Main Gym on Saturday, May 19, 2018, at 10:00 a.m. Graduating seniors are to meet in the Multi-Purpose Room on that day at 9:00 a.m. Students will receive graduation tickets at the graduation practice held on Friday, May 18, 2018.

Graduates will receive four (4) tickets for the graduation ceremony in the Main Gym. In addition, arrangements have been made for our Communications Club to simultaneously broadcast the graduation ceremony in the Grossman Auditorium. As a result of these arrangements, we will supply our graduates with three (3) additional tickets for seating in the Auditorium. This has worked wonderfully in past years, especially for senior citizens and small children, and we are sure your guests will be pleased.

Please remember to share the following procedures and guidelines with your graduation guests. They will be enforced for your comfort and safety:

- No one will be admitted late once the procession begins. Please allow ample time for parking.
- No one will be admitted into the ceremony without a ticket. This includes children.
- No one will be readmitted if they leave in the middle of the ceremony.
- Special seating will be provided only for the disabled.
- Aisles must be kept open; exits must remain clear.
- **A-K** seating will be on the North side of the bleachers.
- **L-Z** seating will be on the South side of the bleachers.
- Video cameras will not be allowed on the floor. You may videotape from your seat. Tripods will NOT be allowed in the gym.
- Strollers will NOT be allowed in the gym. We encourage small children to be seated in the Auditorium.
- If you are bringing flowers and/or balloons for your graduate to the ceremony, please remember to check them at the ENTRANCE. You will be able to pick them up immediately after the ceremony.

For your benefit, we have made arrangements with Lifetouch to have a professional photographer take a picture of every graduate when he/she receives a diploma. Lifetouch will mail a postcard to all families with online proofs and ordering information after graduation. We feel this service will enable all parents to have a picture of their graduate while providing a dignified atmosphere. Parents are encouraged to relax in their seats and limit their personal picture taking to before or after the presentation of diplomas. As an extra service, we have also made arrangements with Zaker Video Productions to record this year's graduation ceremony. Information about the cost of this service is included with this letter.

Please read the enclosed graduation sheet that accompanies this letter. It contains additional information that you should find helpful. If you have any questions, feel free to contact me at 599-7200, ext. 298. In closing, I congratulate you and your family on this wonderful occasion and extend my best wishes for a bright and successful future.

Sincerely,

Thomas Witting  
Director of Fine Arts & Student Activities



## CLASS OF 2018



The following information should help you plan effectively for your graduation:

### Friday, May 11, 2018 - LAST DAY FOR SENIORS

### Thursday, May 17, 2018 - SENIOR CHECK OUT DAY - Auditorium

Students whose last name begins with **A - K** (8:00 a.m. to 9:15 a.m.)

Students whose last name begins with **L - Z** (9:15 a.m. to 10:30 a.m.)

**Attendance is mandatory.**

**PLEASE NOTE: There will be a \$25 charge for ANY Senior that does NOT attend Senior Check Out.**

Senior Check Out includes graduation certification by your counselor and payment of outstanding fees and library fines (CASH ONLY). This is also the ONLY TIME you may pick up your cap and gown.

### Friday, May 18, 2018 - GRADUATION REHEARSAL - Main Gym

(8:00 a.m. - 11:00 a.m.)

**Attendance is mandatory for all graduating seniors who wish to participate in the ceremony.**

If you do not wish to participate, you may pick up your diploma in the Guidance Office on Tuesday, May 22nd.

At the rehearsal, you will receive your tickets and final information about the graduation ceremony. **Graduates will be given FOUR (4) TICKETS for the Main Gym and THREE (3) for the Auditorium for the video simulcast. No one will be admitted without a ticket - even small children need a ticket.**

A group panoramic picture of the Class of 2018 will be taken at 8:00 a.m. **sharp** prior to the rehearsal.

### Saturday, May 19, 2018 - GRADUATION DAY - Main Gym

(10:00 a.m.)

Graduating seniors are to meet in the Multi-Purpose Room at 9:00 a.m. **sharp!** Graduates should park in the Drivers Ed Range and enter the school at the Patio. Graduates will be expected to dress appropriately for this very important day in their lives. **NO SOCKS, NO SHIRT, NO DIPLOMA!** Shorts are inappropriate and not allowed.

**Graduates are not allowed to decorate their cap or add anything to their gown. Students violating this will not be allowed to participate in the ceremony.**

You may pick up your group picture in the Multi-Purpose Room after the Commencement Ceremony. The cost is \$25.00 for a laminated photograph.

Lifetouch will be taking photos as each graduate receives his/her diploma. You will be receiving information in the mail from Lifetouch regarding this service.

**C O N G R A T U L A T I O N S ! ! !**

If you have any questions about the graduation process, please call Mr. Witting in the **Student Activities Office, ext. 298.**

# GRADUATION VIDEO

Zaker Video Productions, Inc. will be professionally filming the Class of 2018 graduation ceremony. Order your video today!

**Includes DVD and DIGITAL DOWNLOAD!**

Watch on your tv, computer, phone, tablet, and other devices!

*Spend Some Time Reliving These Special Moments!*



Order online at  
**www.zakervideo.com**

**ORDER TODAY!**



If you prefer to pay by check, please use the order form below, and mail it to the address listed.

## Order Form - 2018

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Name of School: \_\_\_\_\_  
Email: \_\_\_\_\_

Digital download login credentials will be emailed to you.

Quantity \_\_\_\_\_ x \$29.99 = \_\_\_\_\_  
Shipping = \$6.00  
Total = \_\_\_\_\_



**\*\* Mail to: Zaker Video Productions, Inc. - PO Box 155, Orland Park, IL 60462 \*\***

**\*\* Make check payable to: Zaker Video Productions, Inc. \*\***

**IMPORTANT - SAVE THIS SECTION FOR YOUR RECORDS**

For customer service, call 708-423-8418, or E-mail: [customercare@zakervideo.com](mailto:customercare@zakervideo.com)

Please allow 4 - 6 weeks for delivery

# Celebrate Your Achievement

*Honor Your Graduation with Commencement Portraits*

Visit **events.lifetouch.com**  
to sign up and receive notification when  
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- Everyone will be photographed
- Photos will be online at **events.lifetouch.com** ten days after the ceremony
- Complimentary proofs mailed to Graduates
- No obligation to purchase



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