Presentation Night

All of the things...

- Overview
  - Task Overview
  - Academic Awards
  - Program
- Presentation Evening Overview
- Stage 1: Planning and Preparation
- Awards

Overview

An overview of the whole process including schedule and dates.

Overview

Task Overview

Task	When	Done	Notes
Program	October	Done	Completed - with Andrea/Mel Coluccio for checking
Print program			
Make QR code - send to Mel and print 4 x A3 card postersr	Make QR code - send to Mel and print 4 x A3 card postersr		
Make labels for grad boxes			
Graduation Boxes from Plastics Unique (get purchase order and send it through)	August	Done	Sales (Plastics Unique) <sales@plasticsunique.com.au> 07 3396 3744
Affix labels on TOP of grad boxes to make for easy sorting			
Warm and Fuzzies - make with Teacher Aide Aid Tool by class	Term 3	Done	Tua has made these
Warm and Fuzzies - in staff rooms	Week 3 Term 4	Done	Email sent to staff
Tell staff when boxes are ready for them to put gifts in - no food, liquids or bulky items			
Go through script - update to current year. Change names - new captains, new MCs. Make edits with Head of Secondary	Week 4 Term 4		Josh has given edits. Monique to complete
Put certs etc. in boxes from local politicians			

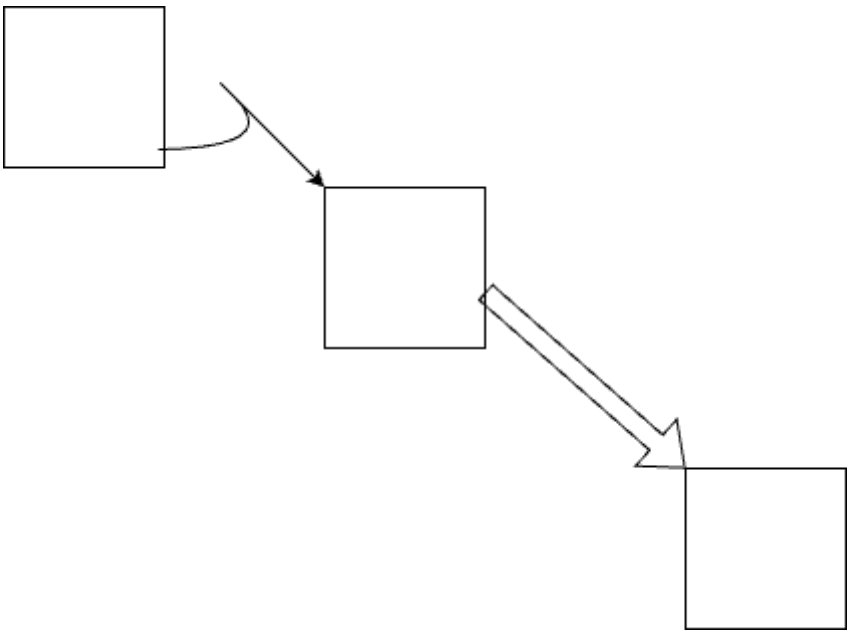
Put cohort photos in boxes			
Print quotes booklet and put in boxes			
Reference Letters (format and print and put in box)	Asked Josh		Josh will look into it
Certificates + photos with my Teacher Aide Aid			Mail merge
Riverlife - booking	ASAP	Done	
Flowers - one bunch - to be dropped to riverlife at 12pm on 19 Novem (call Flutterby Floral)			
Tablecloths			
Run sheet			
Powerpoint MCO			
Wednesday morning practice for graduation (on campus)			
Cupcakes ordered from canteen - to be taken to Riverlife			
Media wall			
Lecturn			
Print Cohort Photo and frame 60cm frame - picture approx 40x30cm and plaque	Term 3	Ordered	Done
Wrap frame	Asked Jasmine	Done	Jasmine completed
Invite VIPs but not politicians			
Print faces of all students, cut and laminate for canteen to use for graduation cupcakes			

Return venue hire agreement (Steve Watts at Riverlife)	Done	21/10/2025	Tua completed

Overview

Academic Awards

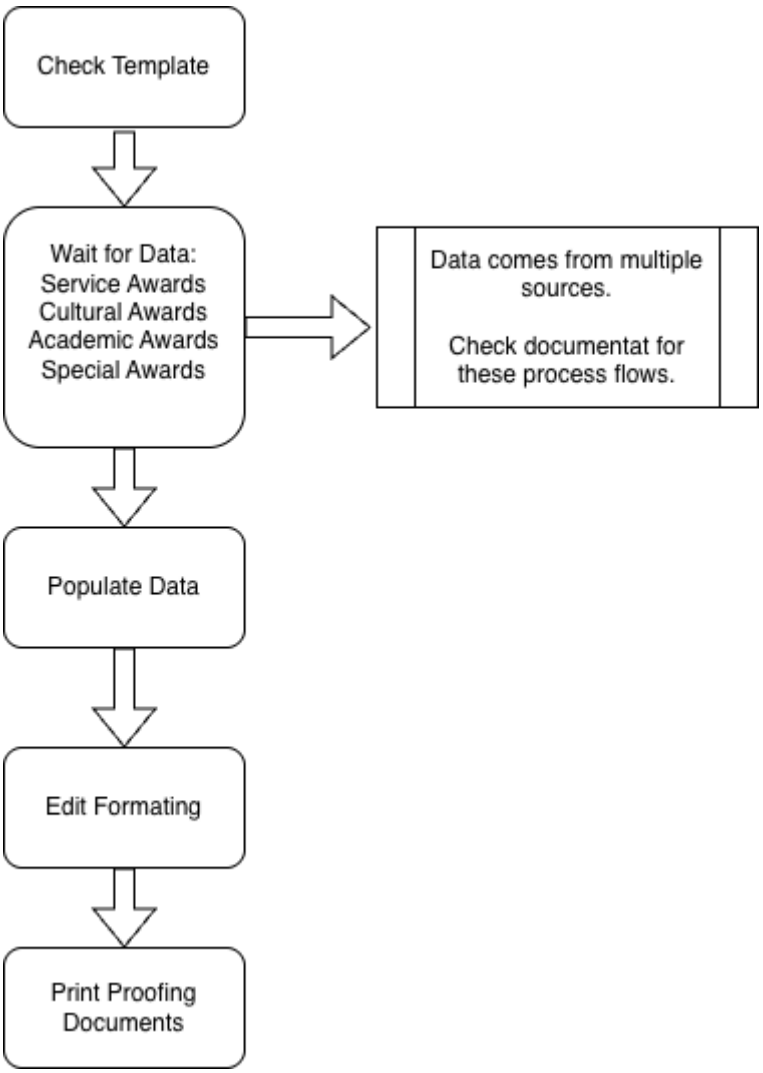
- [ ] This is a check list



Program

Program

Product Flow



Template Location

Included Content

Review & Checking Process

Presentation Evening Overview

Secondary Presentation Evening – Standard Operating Procedure (SOP)

Document Owner: Head of Secondary / Student Services Coordinator
Review Cycle: Annual – Review following each Presentation Evening
Last Reviewed: [3/11/2025]
Next Review Due: [3/11/2026]

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1. Purpose

To ensure a consistent and efficient process for the organisation and delivery of the Secondary Presentation Evening.
This procedure outlines the key tasks, responsibilities, and timeframes required to plan, coordinate, and execute the event each year.

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2. Scope

This SOP applies to all staff involved in the planning and delivery of the Secondary Presentation Evening, including:

- Head of Secondary
- Student Services
- Year Level Coordinators (YLCs)
- Heads of Department (Sport, Lighthouse Arts, Teaching & Learning)
- Administration staff

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3. Responsibilities

Role	Responsibility
Head of Secondary	Oversight of event, approval of award allocations, script creation, run sheet
Student Services Coordinator	Coordination of logistics, communication, invitation of VIPs data collection, certificates, and folders
YLCs	Presenter confirmation, rehearsal support, and assisting with student communication
Heads of Department	Submission of academic, sporting, cultural, and service award data by designated deadlines

Stage 1: Planning and Preparation

Objective: Establish the foundation for event planning and confirm early requirements.

Tasks:

- ☐ Confirm venue and date (Riverlife Baptist Church).
- ☐ Review prior year’s notes for improvements.
- ☐ Begin draft of data collection spreadsheet (Google Sheets).
    - ☐ Download student names and codes from TASS and populate sheets
- ☐ Order 500 award folders.
- ☐ Email YLCs to confirm who will act as presenters.
    - ☐ Email "The Gown Chick" to order gowns www.thegownchick.com.au
- ☐ Start preliminary run sheet for event order.
- ☐ Draft event script with Head of Secondary
- ☐ Book buses for rehearsal with Transport department. In 2025 needed 420 students plus 10 staff.

Outputs:

- Confirmed event date and venue
- Updated data spreadsheet
- Confirmed award categories and presenters
- Script draft and run sheet draft commenced

Awards