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

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