



Outline & Tips for Remote Graduation Ceremonies

*Pre-recorded &
Live Stream Formats*

Virtual Graduation Guide

ALTERNATIVE GRADUATION & PROMOTION IDEAS

As Districts look for options, there are opportunities to customize this experience for the school, students and families and enhance the celebration where appropriate.

Add a Chat

Use a chat function that would run during your ceremony. This chat function should be moderated to weed out any inappropriate comments. Chat functions often have built in latency or delay in order for you to catch comments before they show up publicly.

Bring the Band Together

Student bands and choirs can perform music from their individual homes. This would require coordination with the music instructor, a strong video editor and strict deadlines.

Print a Program

Prioritize producing a printed program as a keepsake for graduates. It can be delivered with diplomas or picked up in advance during locker clean out or yearbook distribution.

Go Social

Create a Snapchat filter or Instagram story filter for students to use. Create a hashtag for students to post/share their cap and gown photos and their celebrations from home. Let graduates produce self-portraits using social media filters and post them on your website.

Create a Grad 2020 Webpage

All information about the ceremony can be housed here, in one place for families and students and it can house photos and features both leading into the ceremony and after.

Pay Tribute

Allow students to pay tribute to family and friends through video or audio and house on your Grad 2020 webpage.

Keep Your Traditions

Now is the time to make sure your traditions are being honored, even virtually.

Staff Readers

Ask your staff to read the names of the graduates.

Special Guests

Find a prominent member of your community to do a short speech to your graduating class. Make it a surprise.

Customize

Perhaps provide students a template for their "graduation" slide and allow them to design or add a quote of personal meaning.

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Pre-Recorded & Streamed Live

Recommended for schools with a large graduating class.

Record/Edit in Advance



Schedule and Stream on
YouTube or Facebook Live



Flow of Ceremony

TIPS >>>

PRE-EVENT

Record Student Entertainment

Record Superintendent's Address

Record Board Member Speeches

Record Principal (and Guest) Speech

Record Student Speakers

Build Reading of Names Slideshow

Record End of Ceremony Statement

Edit Video Together

Keep addresses short. Aim for two minutes and make generic enough to be usable at multiple graduations.

Consider arranging for a guest speaker. Keep speeches to a few minutes in length.

Have students dress in cap and gown. Keep speech to under three minutes.

Create slides for each student, with their name, photo submitted by the student (or yearbook photo) and a quote. Display each slide for 5 seconds with each student's name being read and Pomp and Circumstance as a backdrop.

Have the principal or superintendent certify the graduates and ask them to turn their tassels (if caps and gowns were able to be delivered).

Student or montage of students singing the national anthem.

Bands/choirs performing music from individual homes (requires strong video editor to mix footage together)

EVENT

Stream Edited Video on YouTube

Monitor Chat Comments

Archive the Video and Chat for Replay

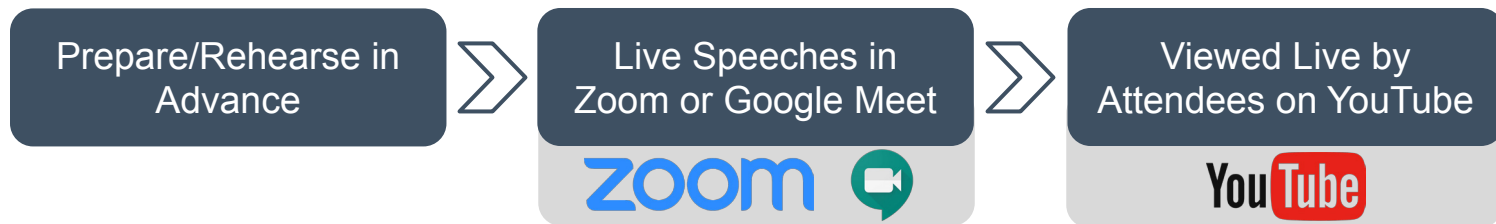
Enable the live chat option with a delay to allow for monitoring of comments.

Create a YouTube live event and stream the pre-recorded video using software (such as OBS)

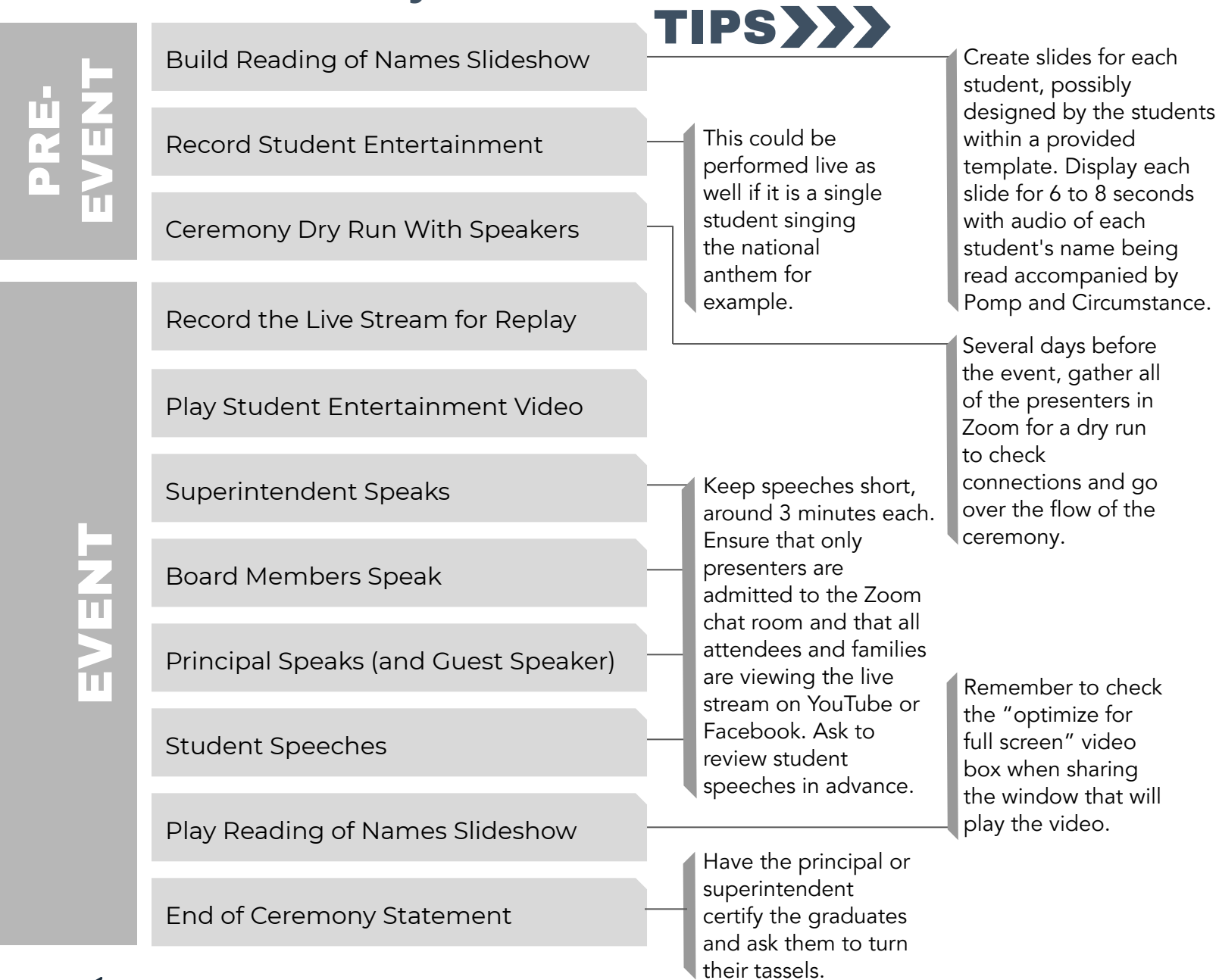
Virtual Graduation Guide

Live Meetup & Stream

Recommended for schools with a small graduating class.



Flow of Ceremony



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Sample Slides for Reading of Names

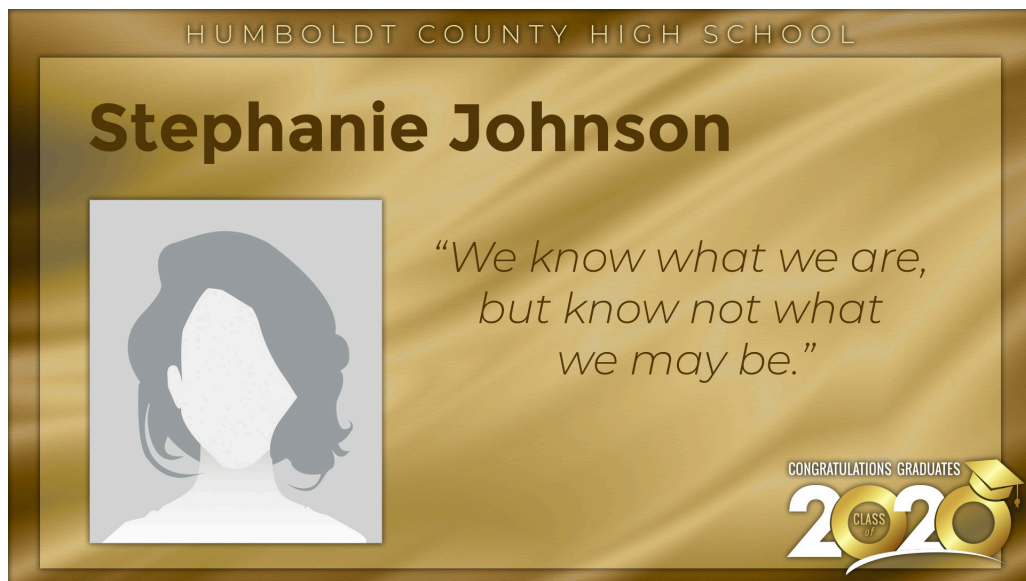
Example 1



The two templates on this page have already been created and may be obtained by emailing commcenter@hcoe.org.

If you are interested in a customized design, please email us or call (707) 445-7024.

Example 2



A template like this could be sent to each student for them to populate with a photo and quote of their choosing.

Tip: Slideshows of student names can be created in PowerPoint, then exported as a movie to combine with other elements or share online.