



List	When completed?	Item Completed?
PSNA/Registrar give information to seniors about history of pinning, graduation, etc.	During meeting with Registrar/PSNA (week 4 of quarter)	
Seniors choose Commencement Speaker (Guest or Platt College Employee) and Sergeant at Arms (Platt College Employee)	During meeting with Registrar/PSNA (week 4 of quarter)	
Seniors decide ceremony theme	During meeting with Registrar/PSNA (week 4 of quarter)	
Seniors decide 4 songs that represent their class best	During meeting with Registrar/PSNA (week 4 of quarter)	
Complete pin order form	During meeting with Registrar/PSNA (week 4 of quarter)	
Decide what family member you would like to have pin you	During meeting with Registrar/PSNA (week 4 of quarter)	
Fill out "degree graduation questionnaire form" and "consent and release form."	During meeting with Registrar/PSNA (week 4 of quarter)	
Send graduation announcements to family.	Registrar will email you the PDF approximately 6 weeks before event. Seniors should email family/friends or have them printed. 12 guests per graduate are allowed.	
Send 6-10 photos per graduate and letter of appreciation/voiceover for	Send at least 3 weeks in advance of ceremony to Ron at	

class presentation	ron.howe@plattcolorado.edu	
Pick up cap, gown, and tassel from Registrar	Registrar will email seniors when these are available	