

HOME EDUCATORS ASSOCIATION OF VIRGINIA



GRADUATION ETIQUETTE GUIDE

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TIPS FOR *Graduation* ETIQUETTE



This is an exciting and rewarding time for your entire family. The HEAV Graduation Etiquette Guide is designed to help you organize your thoughts, ideas, and responsibilities as a graduate. Keep in mind these helpful hints as you go through the events surrounding your graduation. Using these ideas will enable you to be a blessing to those who have been a blessing to you.

CELEBRATIONS

- With your parents, plan when and where you want to have your party.
- Start a guest list. Will this be a small family celebration, or do you want to invite friends, relatives, and your parents' business associates?
- Plan what theme your party will have.
- Choose invitations that will go with the theme of the party. If you are having a backyard barbecue, you do not want to send formal invitations.
- Send your invitations a month before your party.
- Make a menu and begin shopping for your party items.

GIFTS

- Think about whether or not you and your friends plan to exchange graduation gifts. You may want to set a dollar limit, or perhaps you have a handmade gift idea.
- Keep a list of all of the gifts you receive, along with the names and addresses of the givers.
- Be sure to express, with thank-you notes, your appreciation of the gifts you receive. Each note should be mailed within 24 hours of receiving the gift.
- Your thank-you notes need to be personal. Within the note, name the gift that you were given.
- If you receive a monetary gift, write in your note how you might use the gift.

ANNOUNCEMENTS

- Make a list of people to whom you want to send announcements.
- If you send announcements to people other than close friends and family, you may include a note that says, "No gifts, please."
- Each announcement comes with two envelopes. The larger of the envelopes should be addressed with blue or black ink. Using as few abbreviations as possible, write out the complete address. Your return address should be in the upper left-hand corner or on the back flap of the envelope.

*The Smith Family
5612 Tall Oaks Drive
Richmond, Virginia 23233*

*Mr. and Mrs. Robert Simmons
12100 Westside Court
Pittsburgh, Pennsylvania 12345*

- Only the names of the recipients should be on the smaller envelope. Write the names you would use if you were speaking to them. Children’s names should only be on the small envelope.

*Uncle Bob, Aunt Kathryn
Joey and Grace*

- The name card is placed on top of the announcement.
- With the front of the announcement facing the flap, place the announcement in the smaller envelope, folded edge first.
- Place the smaller envelope in the larger one with the flap facing the address side of the larger envelope.
- Announcements should be mailed two weeks prior to graduation.

GRADUATION REGALIA

- Try on your cap and gown as soon as they arrive to be sure they fit properly. (The gown should be midway between your knees and ankles.)
- Prayerfully consider what you will wear under your gown. Gentlemen, please plan to wear a light-colored dress shirt, a tie, and dark trousers. Ladies, your dress should be at least knee length, with sleeves covering your shoulders; have a modest neckline; and be light in color, since your gown will be white.
- Wear a lightweight fabric as the room does get warm.
- Wear a casual dress shoe. You want to be comfortable and able to walk naturally in the shoes you choose.
- Be sure to iron the creases out of your gown before arriving at graduation. It should be brought to graduation on a hanger.
- The cap is to be worn level on the top of head—not tipped to the front, back, or to either side.
- Gentlemen should remove their caps for prayers and the National Anthem.
- The tassel is initially worn on the right side of the cap and then moved to the left when instructed during the graduation ceremony.

GUEST LIST

THANK-YOU NOTES
