

# YEAR 12 VALEDICTORY

2016 CHECKLIST  
FRIDAY 21 OCTOBER

Item	Due Date <small>(dates relate to week of unless stated)</small>	Staff Member	Completed?
1. Book dinner venue (700 seats) & Pay deposit for venues. Enter payment instalments into personal calendar.	June Year Prior	PA to Leadership Team (HoSS to sign booking, DP to sign Invoices)	Yes
2. Book St Patrick's Cathedral (ph: 9662 2233), including booking the Cathedral room for the Choir (50 students and teachers from 3pm – 6pm)	June Year Prior	AP (Mission)	Yes
3. Place date in the calendar	June Year Prior	Head of Senior School	Yes
4. Update all Folders, Files etc. from prior year	March	PA to Leadership Team	Yes
5. Book College Cars x 2	March	PA to Leadership Team	Yes
6. Order Old Collegian Ties with year embroidered (Bob Stewart)	June	Head of Senior School PA to Leadership Team	Yes
7. Order Plastic sleeves with Marcellin College crest (Allardice)	June	Head of Senior School PA to Leadership Team	Yes
8. Trybooking Event Created/Updated <a href="https://www.trybooking.com/MDSM">https://www.trybooking.com/MDSM</a>	June	PA to Leadership Team	Yes
9. All Invitation Letters Updated and Edited (Complimentary Staff Email, Parents/Students, Paying Staff, Principal's Guests)	June	PA to Leadership Team Head of Senior School	Yes
10. Mass Update Cathedral House Seating Plan (map) Arrangements and HCs Instructions, Attendance Sheets, Script for HCs (4 Documents)	July	AP (Mission) PA to Leadership Team	Yes
11. Mass Ensure TV Monitors & choir sound system are appropriate at Cathedral	July	AP (Mission)	Yes
12. Mass Mass Running Sheet Updated	July Completed by 9 Sep	AP (Mission) PA to Leadership Team Head of Senior School	Yes
13. Mass Rehearsal Arrangements Dates/Times (11am-12pm Setup, 3.30pm-5.30pm Choir Rehearsal, 6pm Mass)	July	AP (Mission) PA to Leadership Team	Yes

14	Dinner Dinner Running Sheet Updated and times confirmed for meals. (8.30pm Entrée, 9.30pm Main)	July	PA to Leadership Team	Yes
15	Dinner Dinner MC Script Updated	July Comp. by 16 Sept	Deputy Principal PA to Leadership Team	Yes
16	Dinner Professional Photographer for evening – Happy Medium Photography. Remind that no photos to be taken when speeches are occurring.	July	Head of Senior School	Yes
17	Principals' Guest List Developed (Brothers, Chair of Board, Director of Maris Ed., Marie Boyd, Terry Boyd)	July	Principal's Assistant PA to Leadership Team	Yes
18	Re-Book St. Patrick's Cathedral for following year (ph: 9662 2233)	July	PA to Leadership Team	Yes
19	Arrange for Update of Valedictory booklets - Articles from the Principal, Deputy Principal, Head of Senior School, College Captain	July	PA to Leadership Team Principal, Deputy Principal, College Captain	Yes
20	Arrange for Update of Valedictory booklets - Year 12 Photographs collated and edited together along with house lists of names (have these names double checked by HCs)	July	PA to Leadership Team AP – Operations House Coordinators	Yes
21	Arrange for Update of Valedictory booklets - Mass Content	August	AP (Mission) PA to the Leadership Team	Yes
22	Arrange for Update of Valedictory booklets - Cover Images (Andrew C Singing, Choir at Ind. Mass) & Back Cover Quote	August	PA to Leadership Team DP	Yes
23	6 x Major Awards Nominations updated	July 13	Head of Senior School with Award presenters	Yes
24	6 x Major Awards Nominations updated and sent to relevant staff to 'OK'.	July 13	Head of Senior School with Award presenters	Yes
25	Principal's (Complimentary) Guest Invitations Sent Out to be back by August 26.	July 20	Principal's Assistant PA to Leadership Team	Yes
26	Complementary Invitations sent to staff in a role on the day. (HCs, Councillors, Principal's Guest List (that are staff), Careers, VCAL, VET, HOL 10-12, Principal's Assistant, Leadership Team, PA to LT, Ministry Assistant, College Photographer, Leadership)	July 27	Head of Senior School PA to Leadership Team	Yes

27	Staff Invitations Emailed Out	July 27	Head of Senior School PA to Leadership Team	Yes
28	Ascertain the oldest families completing their time at Marcellin with graduating Year 12 for AP (Mission)	July 27	PA to Leadership Team AP (Mission)	Yes
29	Email all staff the nomination forms for 6 x Major Student Awards	August 3 <sup>rd</sup>	Head of Senior School PA to Leadership Team	Yes
30	Print Valedictory Certificates (Valedictory Certificates used. One per student) Get Principal to sign.	August 3 <sup>rd</sup>	PA to Leadership Team	Yes
31	Faith Development Certificates (Generic Certificate used. Students only receive if they fulfil their Ministry Option)	August 3 <sup>rd</sup>	PA to Leadership Team LC of RE and Seminar Leaders (sign the certificates)	Yes
32	Valedictory Booklets Content All Confirmed	August 8	PA to Leadership Team, Principal, DP, AP (Mission)	Yes
33	College Captains and DP visit Venue for menu tasting.	August 19 <sup>th</sup>	DP PA to Leadership Team	Yes
34	Book buses for staff to travel on: Leave Marcellin College at 5pm and return at approximately 12am	August 31 <sup>st</sup>	AP Operations	Yes
35	Book bus for students attending the rehearsal to travel on as well as choir attendees in the evening: Leave Marcellin College at 2.50pm and return at approximately 8pm.	August 31 <sup>st</sup>	AP Operations Ensemble Music Director	Yes
36	Audio Visual/Sound Confirmations (Lectern and Mic, Music in Background when no speeches, Maroon background on TVs (next to escalators) with Marcellin logo, no projector needed.)	August 31 <sup>st</sup>	Grand Hyatt Head of Senior School	Yes
37	Purchase Gifts for College Captains (framed pockets)	August	PA to Leadership Team	Yes
38	Arrangements for Candles to be ordered (see Style Guide for formatting guidelines)	August Comp by 9 Sept	Ministry Assistant	Yes

39	Running Sheet Briefing	September	Head of Senior School DP College Captains	Yes
40	College Captain Script	September	Head of Senior School DP College Captains	Yes
41	Choir permission letters generated and emailed (risk assessment completed)	September	Ensemble Music Director PA to Leadership Team	Yes
42	Award nominations due back from staff (to PA to Leadership Team)	September 1 <sup>st</sup>	Staff PA to Leadership Team	Yes
43	Award profiles compiled and forwarded to the Head of Senior School	September 2 <sup>nd</sup>	PA to Leadership Team Head of Senior School	Yes
44	Event Payments Close	September 2 <sup>nd</sup>	PA to Leadership Team Accounts	Yes
45	Valedictory booklets x 2 (Mass & Dinner) - Articles from the Principal, Deputy Principal, College Captain	September 7 <sup>th</sup> (Ready to Print by)	PA to Leadership Team Principal, Deputy Principal, College Captain	Yes
46	Valedictory booklets x 2 (Mass & Dinner) - Year 12 Photographs collated and edited together along with house lists of names (have these double checked by HCs)	September 7 <sup>th</sup> (Ready to Print by)	PA to Leadership Team AP - Operations	Yes
47	Valedictory booklets x 2 (Mass & Dinner) - Mass Booklet Content Updated	September 7 <sup>th</sup> (Ready to Print by)	Head of Senior School AP (Mission)	Yes
48	Award profiles decided by relevant staff	September 8 <sup>th</sup>	AP Learning, AP (Mission), Head of Sport, Head of Senior School, Performing Arts Coordinator, Deputy Principal	Yes

49	Event Payment Confirmation	September 7 <sup>th</sup>	PA to Leadership Team Accounts	Yes
50	PA to LT to identify students who have not purchased tickets. Assess financial difficulty of families	September 7 <sup>th</sup>	PCT Head of Senior School	Yes
51	Finalise student awards	September 8 <sup>th</sup>	Head of School Deputy Principal	Yes
52	Purchase Gifts for Award Recipients (books)	September	PA to Leadership Team	Yes
53	Order Award winner gifts & plaques (see Style Guide for formats)	September 8 <sup>th</sup>	PA to Leadership Team	Yes
54	Have House Coordinators check spelling of Valedictory Certificates	September 8 <sup>th</sup>	PA to Leadership Team	Yes
55	Have Seminar Leaders sign the Faith Development Certificates	September 8 <sup>th</sup>	PA to Leadership Team	Yes
56	Collect Black House Boxes that contain the Graduation and Faith Development certificates (in Ministry)	September 14 <sup>th</sup>	Student Services under direction of Head of Senior School packages certificates and Old Collegians tie HC's to check the boxes	Yes
57	Assign seats to complimentary Staff members and table groups to actual table numbers	September 28 <sup>th</sup>	Head of Senior School PA to Leadership Team	Yes
58	PA to leadership team to liaise with DP regarding table positions/layout	October 7	PA to Leadership Team/Deputy Principal	Yes

59	Final Invoice Payment	September 28 <sup>th</sup>	Head of Senior School/Accounts	Yes
60	Usher Permission Slips Updated and Emailed to Ushers	October 5 <sup>th</sup>	AP (Mission) Ministry Assistant	Yes
61	Mass Candles to be placed in Small Black Boxes, with relevant House Numbers. School Captains (3), Liturgy Captains (2), All HC & VHC (18) in a separate box.	October 10 <sup>th</sup>	Ministry Assistant	Yes
62	Print Lectern, AP (Mission) and Priest Red Booklets for Mass	October 10 <sup>th</sup>	PA to the Leadership Team	Yes
63	Visit Marie Boyd – share information on the upcoming JJ Boyd winner	October 10 <sup>th</sup>	PA to Leadership Team Head of Senior School	Yes – meeting with her on Friday 14
64	Cab Charge and Petty Cash for Car Parking as necessary. 2 Car Parks Reserved at Grand Hyatt for ADI and MMU. 5 Car Parks (TOTAL) available at the Grand Hyatt (complimentary).	October 10 <sup>th</sup>	PA to Leadership Team	Yes
65	Notify College Coordinator of HoSS, HoJS & AP (Mission) unavailability on October 21 <sup>st</sup>	October 10 <sup>th</sup>	PA to Leadership Team	Yes
66	Outline for the MC's – Two College Vice Captains	October	DP prepares the two boys with Head of Senior School	Yes
67	Valedictory Mass & Dinner Booklets Due	October 10 <sup>th</sup>	Allardice PA to the Leadership Team	Yes
68	Reminder of Staff roles on the evening	October 12 <sup>th</sup>	Head of Senior School/Leadership/PCT	Yes

69	Printed guest lists (A3 size) & VIP guests place cards	October 16 <sup>th</sup>	Grand Hyatt PA to the Leadership Team	Yes
70	Final Number of Guests, Program, Event Checklist and Guest List and Dietary Requirements to Venue	October 16 <sup>th</sup>	PA to Leadership Team	Yes
71	Send all relevant staff their finalised speeches with instruction as to how and when the speeches will occur on the night.	October 19 <sup>th</sup>	PA to Leadership Team	Yes
72	Deliver USB of songs for Background Music to Grand Hyatt	W/O 19 <sup>th</sup> October	PA to Leadership Team	NA
73	Deliver Dinner Booklets to Grand Hyatt for placing on tables.	W/O 19 <sup>th</sup> October	PA to Leadership Team	Yes
74	Assess who does not receive a Faith Development Certificate (as they did not complete their Mission Option)	October 19 <sup>th</sup>	RE LC PA to Leadership Team	Yes
75	Pack House Banners and College Banner for the evening, Black Boxes of Certificates, Black Boxes of Candles, Red Folders, Speeches, Gifts, Books, Name Cards, HC Instructions and Rolls, Pens, Clipboards.	October 22 <sup>nd</sup>	Head of Senior School AP (Mission)	Yes
76	Mass rehearsal in Marcellin Chapel for House Captains, School Captains, Liturgy Captains	October 19 <sup>th</sup>	AP (Mission) House Captains School Captains Liturgy Captains	Yes
77	Reminder of Valedictory expectations at House Lunches (via email and assembly)	October 19 <sup>th</sup> – 22 <sup>nd</sup>	Head of Senior School PCT	Yes
78	Flowers & Card for Marie Boyd	October 22 <sup>nd</sup>	PA to Leadership Team	Yes

79	Create VIP Place Cards	October 22 <sup>nd</sup>	PA to Leadership Team	Yes
80	Print All Table Bookings and Table Allocations to take on evening including TryBooking reports, Running Sheet of Mass & Dinner, Seating Chart.	October 22 <sup>nd</sup>	PA to Leadership Team	Yes
81	Set Up: <b>St Pats</b> - Marcellin Bust, House Banners, College Banner, Red Books, Candle Boxes, Certificate Black Boxes, Mass Booklets. <b>To The GH</b> - Valedictory booklets, Books, Gifts, Speeches, Lectern Red Book, at 3pm	October 23 <sup>rd</sup>	Head of Senior School in College car (during the day) PA to Leadership Team AP (Mission)	
82	Thank you email to all staff	October 26 <sup>th</sup>	Deputy Principal	
83	Thank you cards to involved staff (Marist Cards)	October 26 <sup>th</sup>	Head of Senior School	