



# *Outline & Tips for Remote Graduation Ceremonies*

*Pre-recorded &  
Live Stream Formats*





## 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.

# Virtual Graduations



## 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 Graduations



## Live Meetup & Stream

Recommended for schools with a small graduating class.



### Flow of Ceremony

PRE-EVENT

- Build Reading of Names Slideshow
- Record Student Entertainment
- Ceremony Dry Run With Speakers

EVENT

- Record the Live Stream for Replay
- Play Student Entertainment Video
- Superintendent Speaks
- Board Members Speak
- Principal Speaks (and Guest Speaker)
- Student Speeches
- Play Reading of Names Slideshow
- End of Ceremony Statement

### TIPS

- Create slides for each student, possibly designed by the students within a provided template. Display each slide for 6 to 8 seconds with audio of each student's name being read accompanied by Pomp and Circumstance.
- This could be performed live as well if it is a single student singing the national anthem for example.
- Several days before the event, gather all of the presenters in Zoom for a dry run to check connections and go over the flow of the ceremony.
- Keep speeches short, around 3 minutes each. Ensure that only presenters are admitted to the Zoom chat room and that all attendees and families are viewing the live stream on YouTube or Facebook. Ask to review student speeches in advance.
- Remember to check the "optimize for full screen" video box when sharing the window that will play the video.
- Have the principal or superintendent certify the graduates and ask them to turn their tassels.

# Virtual Graduations



## Sample Slides for Reading of Names

Example 1



Diploma could be animated to "pop" on to slide when the student's name is read aloud.

Example 2



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