



Coalition of  
Public  
Independent  
Charter Schools

OUR CHARTER SCHOOLS ARE  
**STAYING ON MISSION**  
DURING COVID-19

NATIONAL VIRTUAL MEETING SERIES

## GRADUATION & END OF THE YEAR EVENTS

Courtesy of Erin Leonard

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Click on underlined links to learn more

- Inside Out Project - Join @kingjames @pharrell @loren and many others to celebrate the Class of 2020 on May 16th. If you are a high school senior, high school teacher, or working in high school administration in the US, please email [education@insideoutproject.net](mailto:education@insideoutproject.net) NOW for more information on how to participate! #GraduateTogether2020 #GraduateTogetherYearbook #insideoutproject
- Facebook/Instagram Virtual Commencement on May 15 - On May 15 at 11AM PT/2PM ET, we'll broadcast #Graduation2020: Facebook and Instagram Celebrate the Class of 2020. Your commencement address will be given by Oprah Winfrey. Awkwafina, Jennifer Garner, Lil Nas X, Simone Biles, and more, will share words of wisdom for the class of 2020. Miley Cyrus will do a special performance of her hit song, "The Climb."
  - Graduates can also host their own virtual graduation ceremony and party via Facebook, with special features including a virtual graduation hub, custom filters, family and friends celebrations enabled by Messenger Rooms, and more.
  - On Monday, May 11, @instagram will kick off daily programming that spotlights iconic senior experiences — from "most likely" votes to portrait showcases to senior skip day. Instagram will also roll out new creative tools and features including a graduation countdown sticker, celebratory sticker pack, new AR effects, and a custom hashtag page for #Graduation2020.
- Virtual graduation platform Graduate Virtually - for students, by students
- Easy virtual graduation tips from FinalSite
- Don't forget to celebrate with something in-person: a drive-by parade, yard signs, "spirit" items to celebrate with, caps, gowns, etc. will go a long way! Consider having all the students create a 10-15 second YouTube video, like a virtual yearbook!

Courtesy of Inspire Schools

## VIRTUAL GRADUATION CEREMONY TIPS

### Logistics

- Hosting Virtual Promotion & Graduation Ceremonies that will be aired to their families via a Zoom Webinar. Some schools are doing a ceremony just honoring the 12th graders, whereas other schools are doing a combined ceremony honoring the 5th, 8th, and 12th graders.
- All elements in the ceremony (principals' speeches, showing each student's photo on screen and announcing their name, any student performances - songs, speeches, pledge of allegiance, etc.) are going to be prerecorded and sent to the production team for editing.

- The production team that is editing and assembling all of our ceremonies is called Viby Creative. You can contact them at [hello@vibycreative.com](mailto:hello@vibycreative.com) to request a quote. The production team will edit everything into one video per ceremony in advance so we can simply “press play” on the Zoom Webinar live stream.
- All attendees will be provided with a Zoom Webinar link to attend the virtual graduation event that they can view on a mobile device or computer.
  - You can make the event password protected if you would like, or people can simply join by clicking the link.
  - It is up to you if you would like to have the Zoom chat on or off. You could appoint some staff members to moderate the chat to make sure the discussion is appropriate and to block people from the chat if they start abusing the chat feature.
- All families can be sent a digital recording of the ceremony. That way if they are unable to watch during the Zoom Webinar, they can watch it later on their own time or simply have the video of the ceremony as a keepsake!
- The schools sent out an RSVP form for each ceremony, asking families the following types of questions:
  - Upload a photo of their student
  - Note a few special things about their student for the announcer to read off when their picture is shown on screen (i.e. their favorite subject, favorite hobby, their post-grad plans, etc.)
  - Write out the phonetic spelling of their student’s name or any tips on how we should pronounce it (i.e. rhymes with…) – so that the production team says the student names correctly when recording the voiceover.
  - How many devices total do you anticipate your friends and family members will use to live stream the ceremony on? – this will help you anticipate how big of a Zoom room we need to host the ceremony in (i.e. 300 attendee webinar, 1,000 attendee webinar, etc.)

### **Ceremony Flow**

1. Before the event starts, there will be a countdown timer on screen with your school’s colors and logo will be on screen with background music playing.
2. Consider kicking the ceremony off with a quick voiceover introduction and a prerecorded video of a student leading the pledge of allegiance and/or national anthem.
3. The school principal will appear on screen (with their name and title at the bottom of the screen) to welcome everyone and give a prerecorded speech.
4. Show any prerecorded students speeches or musical performances.
5. Show the prerecorded keynote speech.
6. As the voiceover “announces” each 5th, 8th and 12th graders’ names and something special about the student, a picture of that student would flash on the screen.
7. When all the names have been called, the principal can thank everyone for attending and music will play.

## ***FILMING TIPS***

Before you begin recording your speech or musical performance, please read through the following guidelines.

## Saving & Submitting Your Recording

- Save your video as a .mov or .mp4 file
- Upload your recording to Google Drive and share the link with your Graduation Ceremony Lead

## Find Good Lighting

- We recommend that you film indoors. You will need to be intentional about the types of lights you use and where you place them. One thing to avoid is overhead lighting – it can cast unflattering shadows on your subjects' faces. Windows are a good natural light source. You can also use a large lamp or two to cast the type of light you want.

## Use a Clean Background

- Be deliberate about the background you use for filming. Avoid a messy or distracting background.
- One easy way to get a professional look for your video is to use a solid-colored background like a wall. Make sure your subject stands several feet away from the backdrop to avoid casting shadows on it.

## Avoid Shaky Footage

- It's hard to hold a camera or phone completely steady, so try not to hold your camera or phone at all if you can help it. Instead, use a tripod, or set your camera or phone on a sturdy surface like a stack of books or prop it against the wall.

## Tips for Recording on Your Phone

- Use the camera on the backside of your phone. The front camera (aka: selfie camera) quality is not as good on most phones.
- Record in landscape mode (that is, horizontally instead of vertically). This will give you footage that looks good on larger devices, not just phone screens.

## Tips for Recording on Your Computer

- You can record your speech on the computer using Zoom. Open the Zoom App > Hit New Meeting > Join With Computer Audio > Record to the Cloud.
- Once you're done with your speech, hit Stop Recording and look for the recording link that Zoom will email you. Copy the "Share Recording with Viewers" link and send it to your ceremony lead.

## Eye Contact

- If you're speaking directly into the camera make sure you look into the lens, not at the screen. Otherwise your video will make it seem like you're looking over your viewer's shoulder.

## Capturing Good Audio

- Try to record in a quiet place without background noise
- Recording in rooms with carpet or smaller rooms are preferred
- The closer you are to the camera, or the louder you are speaking, the better!

## Tips for Student Musical Performances

- Capturing good audio is most essential, but for dances (and even singing to a background track), our editing team can add in the music track in post-production if you send us the file or link to the song to make it sound better than just playing in the room where they filmed it.
- You can even get creative with the camera angles/movement too!