

***SHELDON-WILLIAMS COLLEGIATE  
GRAD INFORMATION BOOKLET***



***CLASS OF 2024***



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**Grad Booklet**  
**At-A-Glance Contacts**  
**(306-523-3550)**

**Please contact the following individuals if you have questions regarding**

	Contact name	Reason	Contact Information
<b>Cap and Gown</b>  <i>Wednesday</i> <i>June 26</i> <i>9:30 a.m</i>	Jennifer Coleman Michelle McKillop Kelsey Clauson Jennifer Reid	Cap and Gown ceremony	<a href="mailto:jennifer.coleman@rbe.sk.ca">jennifer.coleman@rbe.sk.ca</a> <a href="mailto:michelle.mckillop@rbe.sk.ca">michelle.mckillop@rbe.sk.ca</a> <a href="mailto:kelsey.clauson@rbe.sk.ca">kelsey.clauson@rbe.sk.ca</a> <a href="mailto:jennifer.reid@rbe.sk.ca">jennifer.reid@rbe.sk.ca</a>
	Lee Vollman	Tickets	<a href="mailto:lee.vollman@rbe.sk.ca">lee.vollman@rbe.sk.ca</a>
	Jennifer Coleman Kelsey Clauson	Awards and Scholarships	<a href="mailto:jennifer.coleman@rbe.sk.ca">jennifer.coleman@rbe.sk.ca</a> <a href="mailto:kelsey.clauson@rbe.sk.ca">kelsey.clauson@rbe.sk.ca</a>
	Lifetouch	Graduation Photos and Class Composites ***see below***	<a href="http://www.lifetouch.ca/">http://www.lifetouch.ca/</a> 306-949-8448
<b>Grad Reception</b> <i>Wednesday</i> <i>June 26<sup>th</sup></i> <i>6:00 PM</i>  <b>GRAD DANCE</b> <i>Wednesday,</i> <i>June 26<sup>th</sup></i> <i>8:00 PM</i>	Parent Committee	Organize Graduation Class Presentation Organization of Reception and Dance	<a href="https://www.instagram.com/Sheldon_grad_2024">instagram@Sheldon_grad_2024</a> Email: <a href="mailto:Sheldongrad2024@gmail.com">Sheldongrad2024@gmail.com</a>

**\*\* Grad Photos/Composite Photo\*\***  
**DATES will be March 18-21**

**ALL GRADS** if you missed these dates please contact Lifetouch to make your arrangements.  
Please call: Lifetouch at 306-949-8448

If you **paid the sitting fee** for your grad photos you will receive a composite with your folder on Graduation Day.  
If you **did not pay the sitting fee** and took a picture for the composite and yearbook, you will have to pay an additional fee of approximately \$10.00 for the Composite Photo.  
If you have any questions, please call Lifetouch directly at 306-949-8448.

**Extra composite photos are not available at Sheldon-Williams Collegiate.**  
**Please ensure you order one so you have it at the Cap and Gown Ceremony.**

**A permission slip (Page 9) must be completed and returned to the office in order for the student to be included in the Grad Video and programs**

# TICKETS

**Cap & Gown tickets only may be requested and purchased through School Cash Online.**

<https://rbe.schoolcashionline.com>

Please READ CAREFULLY.

**Cash only** sales will be available in the office during regular business hours if on-line payments is not an option. **Cheques will not be accepted.**

- 1) Cap and Gown –
  - a) Cost is \$52, - Due Date May 31<sup>st</sup>
  - b) Covers Cap and Gown and facility rental
  - c) Must be paid in order to cross the stage \*\*
  - d) Please select complimentary guest tickets (max 4)  
(eg: if you need 4 tickets, you must tick Guest 1 Guest, 2, Guest 3, Guest 4)
  - e) GRADUATE DOES NOT NEED A TICKET FOR THIS.

If you need extra tickets for **CAP & GOWN**, please complete the Extra Seating Form on page 7 and return to the OFFICE by May 16<sup>th</sup>. Extras will be considered only if space is available.

Tickets for Cap & Gown will be distributed to students June 10-14th

**\*\*** If a student is unable to attend Cap and Gown, either due to an incomplete Grade 12, or for personal reasons, a refund may be requested from the main office any time up to June 24<sup>th</sup>, 2024.

2) Reception Tickets - ORGANIZED BY PARENT COMMITTEE

3) Dance Tickets ORGANIZED BY PARENT COMMITTEE

If you need extra tickets for **RECEPTION**, please complete the Extra seating Form on page 8 and return to the parent committee at [Sheldongrad2024@gmail.com](mailto:Sheldongrad2024@gmail.com)

## PLEASE NOTE

**TICKETS MUST BE PRESENTED AT THE DOOR OR YOU WILL BE ASKED TO WAIT.**

# Cap and Gown Graduation Ceremony

When: Wednesday, June 26<sup>th</sup>, 2024  
Location: Queensbury Convention Centre  
Time: 9:30 a.m.  
Committee Members: Michelle McKillop, Jennifer Coleman, Lee Vollman, Jen Reid, Kelsey Clauson,

## Day of the Ceremony

- ◇ 8:00 a.m. - Graduates must arrive with their gowns and stoles at the Queensbury Convention Centre
- ◇ 8:35 - 9:05 a.m. - This time gives an opportunity for photos with family and friends.
- ◇ 9:10 a.m. - Graduates will be organized in lines for the grand entrance
- ◇ 9:15 a.m. - All guests are asked to be seated by this time.

**TICKETS MUST BE PRESENTED AT THE DOOR OR YOU WILL BE ASKED TO WAIT.**

- ◇ 9:30 a.m. - Ceremony begins  
The ceremony is approximately 2 hrs. During the **Presentation of the Class of 2023**, graduates will cross the stage **only once**, except for the Bronze, Silver and Gold Staff Medal recipients and Governor General Bronze Medal recipients, who will be announced following the class presentation.

**This ceremony is very special. It is the recognition and celebration that our students have successfully completed twelve years of education, and are setting out on new adventures.**

# Cap & Gown Extra Tickets Form

Extra tickets may be requested by submitting this form. These extra tickets are distributed based on if space is available. The deadline to return this form is May 16<sup>th</sup>.

Extra tickets will be confirmed after the May 17<sup>th</sup> deadline.

## Complete only if you require Extra Tickets

Graduate's Name: \_\_\_\_\_  
First Last

Advisory Teacher's Name: \_\_\_\_\_

**If possible, how many extra ticket(s) would you like.**

**Cap & Gown** + \_\_\_\_\_ x \$ 0  
 # of extra tickets (**maximum 2**)

**Parent Name** \_\_\_\_\_

**Daytime Telephone Number** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_

**Email Address (please print)** \_\_\_\_\_

Please return this form to the office by May 17th

# Grad Reception and Dance Information

When: Wednesday, June 26<sup>th</sup>, 2024

Location: Queensbury Convention Centre

Contact Persons: Parent Committee

[Instagram@Sheldon\\_grad\\_2024](https://www.instagram.com/Sheldon_grad_2024)

[Email: Sheldongrad2024@gmail.com](mailto:Sheldongrad2024@gmail.com)

## **TIMELINE:**

### **Grad Reception (Queensbury Convention Centre)**

- ◇ 6:00 p.m. - Arrival time at Queensbury Convention Centre
- ◇ 6:30 p.m. - All Class Group Photo at Queensbury Convention Centre
- ◇ 6:45 p.m. – Grand March
- ◇ The Grad Reception will include speeches, video and photography options

### **Grad Dance (Queensbury Convention Centre)**

- ◇ Start time is after the conclusion of the Grad Reception (approximately 8:00 p.m.)
- ◇ Dance is only for the grad and escort. Parents are asked to leave at this point.
- ◇ There will be drinks and food at the Grad Dance
- ◇ The Grad Dance will end at 11:00 p.m.

# RECEPTION

## Extra Tickets Form

Extra tickets may be requested by submitting this form. These extra tickets are distributed based on if space is available. Deadline information will be through the parent committee.

### Complete only if you require Extra Tickets

Graduate's Name: \_\_\_\_\_  
First Last

Advisory Teacher's Name: \_\_\_\_\_

If possible, how many extra ticket(s) would you like.

**Reception** + \_\_\_\_\_ x \$ To be determined  
# of extra tickets (maximum 2)

Parent Name \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address (please print) \_\_\_\_\_

RECEPTION: Please return this form to the Parent Committee at  
[Sheldongrad2024@gmail.com](mailto:Sheldongrad2024@gmail.com)





# Sheldon - Williams Collegiate

2601 Coronation St., Regina, SK S4S 0L4 • Ph: (306) 523-3550 • Fax: (306) 523-3031 • Website: <http://sheldon.rbe.sk.ca>

Due to sanctions having been in place and the possibility of ongoing sanctions, the Sheldon-Williams Collegiate 2023-2024 Cap and Gown and Prom is being planned by the families of graduating students. In order for your student to receive information about and be included in festivities, we are asking for your permission to share your student's name and likeness with the organizing committee for purposes including but not limited to: communication, name in programs, ticket sales, slideshow, photos at grad, introduction of graduate, etc (ALL INCLUSIVE).

I \_\_\_\_\_ (name of guardian)

GIVE PERMISSION       DO NOT GIVE PERMISSION

to Sheldon-Williams Collegiate to share information for the student \_\_\_\_\_ for the Sheldon-Williams Family Grad Planning Committee for the above purposes (ALL INCLUSIVE).

Please return to Ms. Vollman in the office by May 3<sup>rd</sup>, 2024.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Print Guardian's Name

\_\_\_\_\_  
Print Guardian's Name

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

# Graduation 2024

## Dates and Times Easy Reference (subject to change)

Event	Date/Due	Where	Time
Baby Photos for Grad Video	March 31	Advisory Teacher	School Day
Cap & Gown Photos	March 18-21	Sheldon-Williams Collegiate (sign-up online for a sitting time)	Booking time
Extra Tickets request form	May 17	School Main Office	
Cap and Gown \$52	May 31	Online - Beginning March, 2024	
Reception Tickets	May 31	Information will be provided from the parent committee	
Dance Tickets	May 31	Information will be provided from the parent committee	
Final Exams	June 19 to 24	Sheldon-Williams Collegiate	Will be posted
Refund for Cap and Gown	Up to June 24	Office	8:30 a.m. - 3:30 p.m.
Pick up Gowns and Stoles	TBA	Sheldon-Williams Collegiate	Will be posted
An opportunity for family pictures	June 26	Queensbury Convention Centre	8:35 a.m. - 9:05 a.m.
Line up for Processional	June 26	Queensbury Convention Centre	9:10 a.m.
All guests seated	June 26	Queensbury Convention Centre	9:15 a.m.
Cap and Gown Ceremony	June 26	Queensbury Convention Centre	9:30 a.m. - 11:30 p.m.
Grad Reception	June 26	Queensbury Convention Centre	6:00 p.m. Arrival Time
Grad Dance	June 26	Queensbury Convention Centre	Following Grad Reception until 11:00 p.m.