

## **INSTRUCTIONS: GRADUATION BANQUET TABLE ARRANGEMENTS**

**Ticket sales are Monday, April 15 through Friday, May 17, 2024.**

**Table assignments are Monday, May 27 through Thursday, May 30, 2024.**

Here is the step-by-step process:

1. **Families purchase tickets** (Cash Online).  
There is no limit as to many tickets each family purchases.
2. **Graduates and family members decide table arrangements** (who they will sit with):  
Most tables seat 8, 9, 10 guests. **Minimum 8 guests per table.**  
There are 10 tables that can seat 12 guests. ***If this is what your family wants, please make sure you have a back up option should the tables be occupied before your graduate signs up.***
3. **Complete Table Arrangement Form.**  
Complete the Banquet Table Arrangement Form with each person's first and last name sitting at their table.  
**Note:** graduates often choose to sit with friends and their parents sit at a table nearby.  
***It is the graduate's responsibility to fill out a form that includes all guest that are with them.***
4. **Table Assignments:** Monday May 27<sup>th</sup> through Thursday May 30<sup>th</sup>  
Students line up DURING tutorial **(8:30am-9:10am)** outside Fishbowl (meeting room across from library). Students will hand in their form and select their table position.

**Tables assigned on a first come, first assigned basis.**

**Proof of ticket purchase is required to select a table.**

**Student accounts should be in good standing.**