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| **Preschool Graduation Checklist** | | |
| **Phase** | **Step** | **Status** |
| **Planning and Preparation** |  |  |
|  | Begin planning 2-3 months in advance | ☐ |
|  | Create a detailed checklist | ☐ |
|  | Establish a timeline | ☐ |
|  | Delegate responsibilities | ☐ |
|  | Determine budget and fundraising | ☐ |
| **Choosing the Right Theme** |  |  |
|  | Consider children's interests | ☐ |
|  | Consider seasonality | ☐ |
|  | Ensure cultural inclusivity | ☐ |
|  | Check if theme is age-appropriate and relatable | ☐ |
|  | Check if theme allows for easy integration into decorations, activities, and attire | ☐ |
|  | Check if theme is inclusive and respectful of different cultures and backgrounds | ☐ |
|  | Check if theme can be adapted to suit the season or time of year | ☐ |
| **Theme Integration** |  |  |
|  | Create themed decorations (backdrop, centerpieces, signs) | ☐ |
|  | Suggest themed attire for children and staff | ☐ |
|  | Select theme-related music | ☐ |
|  | Plan themed activities and games | ☐ |
| **Thematic Activities and Entertainment** |  |  |
|  | Organize a themed play or skit | ☐ |
|  | Incorporate themed dances or movement activities | ☐ |
|  | Set up theme-related game stations or photo booths | ☐ |
| **Logistics and Setup** |  |  |
|  | Choose a suitable venue | ☐ |
|  | Plan seating arrangements | ☐ |
|  | Set up stage or performance area | ☐ |
|  | Decorate the venue with graduation-themed elements | ☐ |
|  | Plan refreshments for children and adults | ☐ |
| **Rehearsals and Coordination** |  |  |
|  | Develop a detailed script or program outline | ☐ |
|  | Schedule and conduct multiple rehearsals | ☐ |
|  | Coordinate with staff and volunteers | ☐ |
|  | Test and familiarize with audio-visual equipment | ☐ |
|  | Practice timing and transitions | ☐ |
| **Day-of Coordination** |  |  |
|  | Assign a team for guest check-ins and seating | ☐ |
|  | Designate an area for graduate preparation | ☐ |
|  | Appoint a ceremony coordinator | ☐ |
|  | Organize diplomas in order of distribution | ☐ |
|  | Have a contingency plan for potential challenges | ☐ |
|  | Plan a post-ceremony celebration | ☐ |
|  | Assign a team for clean-up and restoration | ☐ |
|  | Send follow-up messages to parents | ☐ |