



Jostens[®]

VIRTUAL COMMENCEMENT

DETAILED GUIDE

VIRTUAL COMMENCEMENT CEREMONY

The Detailed Guide

If you are looking for help translating your traditional in-person graduation ceremony to a virtual commencement ceremony (VCC), look no further than your local Jostens rep and the following step-by-step virtual commencement ceremony guide.

While we have determined the five major elements to ensure a successful virtual commencement, below are even more details around each of these steps and includes additional considerations to help elevate your event and make it is especially memorable for your Seniors.



REMEMBER: *Instruct all Seniors to wear their regalia during the virtual commencement ceremony. It is important to keep as close as you can to the traditions of an in-person graduation.*

Intro Music

- To preserve the tradition of graduation, download and use an audio recording of 'Pomp and Circumstance' **here**.



REMEMBER: *Since this is a virtual ceremony, you should have pictures that are shown on screen as the music is played. Not sure what to show? Download some pre-made background options **here**.*



IDEA: *Seniors in your band (or the entire band) can come together and make a single video while playing any music you would have been performed at your traditional in person ceremony.*

*The same instructions above can be given to your Choir to also be included in the VCC, see a great example from another school done **here**.*

Commencement Speeches

PRINCIPAL/FACULTY SPEECH

- Welcome your graduates, families and friends to the Class of 2020 Virtual Commencement Ceremony.
- Say a few intro words on behalf of yourself and the faculty here.
- For the body of your speech, if you're looking for topic options to consider, some thought-starters are:
 - *The worldwide impact of COVID-19.*
 - *How this Class was impacted and how they will be remembered as different, but unique for their resilience. They are like no Class we have ever seen.*
 - *Applaud how they've adapted to this new normal and how this experience will shape them as they go out into the world.*

- Explain how the rest of the ceremony will breakout, agenda style.



IDEA: Have your student speakers (i.e. Valedictorian, Class President, etc.) still present their speeches. Record them ahead of time for inclusion in the VCC. Look to the amazing *Dear the Class of 2020* videos for ideas and inspiration to give your student speakers, an example [here](#).



REMEMBER: To ensure presentation quality, you can give out these best practices to anyone using their phone to record their speeches. Download [here](#).

KEYNOTE SPEECH

Available to you is the Jostens exclusive library of commencement speeches from various influencers and celebrities that can be shown during the speech portion of your VCC.

Access the Jostens speech library [here](#).

Presentation of Graduates + Diplomas

- This is the time to acknowledge all your Seniors by naming every single one.
- End this section by announcing The Decree to all graduates.



REMEMBER: Prior to the VCC send parents the Graduate Slide power point template to fill out and send back for inclusion in this section. The Graduate Slide includes places for:

- Picture of graduate in Cap & Gown
- Graduate name, list any honors, and next steps after high school
- Parent note to graduate

Download the template [here](#).

Turn The Tassel

- Once you acknowledge all of the Seniors, tell them to officially turn their tassels, an age-old symbol of graduation.



REMEMBER: To make sure your graduates are doing this correctly at home, use this video that animates the correct way to position and turn their tassel. Download the video [here](#).

Toss The Cap

- Give your heartfelt congrats to all your graduates, wish them luck in their futures, and tell your Seniors to toss their caps in unison.
- Close your virtual commencement ceremony with any parting words, play exit music while showing an image on screen.

- End your virtual event presentation.



IDEA: Communicate and encourage your seniors to capture their cap toss moment and send their video or pictures into the Jostens Class of 2020 Cap Toss Video Center where they could later be featured in the national video being produced. The link to direct your Seniors to send in their Cap Toss moments is **here**.



REMEMBER: A waiver release form is required to include with any video or photo submission to the Jostens Class of 2020 Cap Toss Video Center, be sure to send to your graduates and their families. Download the waiver **here**.

To get an idea of what a virtual ceremony looks like, watch a mock virtual ceremony **here**.

To use the PowerPoint slides used in the mock virtual ceremony video above, download **here**.

For this, and anything beyond the virtual commencement ceremony, be sure to contact your local Jostens rep who is your trusted partner in creating and celebrating all your moments that matter.



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