



04/26/2021

To: HLWW School Board

From: Principal Mix, HLWWHS

Re: 2021 Graduation Plans

The following are the most recent plans for 2021 Graduation falling under the MDH guidelines for community events. We will do our best to run graduation in a timely manner for the safety of all participants.

Date/Time: June 6th, 2021 @ 2:00 pm

Location: HLWWHS Gym - selected due to unknown weather possibilities

Live Feed: KLKR to host

Total number of Graduates: 81

Masks will be required by all in attendance.

HLWWHS Gym Capacity under MDH Guidelines: 405 individuals.

At this time we are planning to allow each graduate to have 2 tickets for attendance. = 162 attendees
We will ask that split families (parents) request an extra set of 2 tickets with Kayti. At this time we have an estimate of needing approximately 48 additional tickets for the split families. Separating attendees to 6 feet apart, we do feel that we can accommodate all parents. = 210 total parent attendees.

Tickets will be registered and tracked through Ticket Spice - the same application used for all events this year. Attendees will have to check-in as they arrive. Arrival times will be from 1:15 - 1:50 pm. Attendees will have assigned seating locations to meet the requirements of MDH ensuring contact tracing abilities. (This would be the same requirements if it were held outside.)

HLWWHS Band will be in attendance to play the processional and recessional = 70 students.

Due to capacity constraints, the choir will perform via recording.

Scholarship committee has decided to distribute scholarships via video as they did last year.

HLWWHS Staff and Board members will be in attendance = 30 additional adults.

- Take into consideration that graduate chairs will need to be spaced out as well as band member chairs which will leave us with little additional floor seating.

Total number of planned attendance: 391.

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| Graduates: | 81 |
| Parents: | 210 |
| Band: | 70 |
| Staff: | 30 |

At the conclusion of the ceremony, we will ask all graduates and family members to leave the building and head outside to limit the amount of indoor congregation of families.