

Communication Plan – Seniors and Senior Parents

October

EPS Senior Year Overview (Last week of Oct)

EPS Reminders for Seniors – T-shirts, Yard Sign, Cap & Gown (10/31)

November

Reminder: EPS Alumni T-Shirts & Yard Sign (11/16, before Thanksgiving break)

- Follow up with individuals after break

December

Reminder: Cap & Gown Orders Due Friday (12/6)

January

See You at Senior Parent/Guardian Reception! (1/8)

Reminder: Yearbook Deadlines & Second Half of Senior Year

- Follow up with individuals about yearbook deadlines

February

Reminder: Yearbook Deadlines & Names for Graduation: Due Friday 2/7 (2/5)

- Follow up with individuals

March

Reminder: Request Extra Grad Tickets by March 7 (3/5)

- Invites, Yard Signs, Tickets, Events, Social Media

April

Reminder: Pick Up Your Senior Yard Sign (Late March/Early April)

- Invites, Yard Signs, Tickets, Events, Social Media

May & June

Reminder: Pick Up Your Announcements & Invitations (5/1)

- Announcements & invitations are available

Reminder: Pick Up Your Cap & Gown (5/27)

- Pick up your cap & gown 5/27-5/30

Final Details for Graduation Week (6/5)

- Detailed information for graduation

See You at Senior Reception! (6/9)

Final Reminders for Graduation (6/12)