

Important Graduation Gala Information

Date and Time

Friday, May 24rd 2019 at the Mississauga Convention Centre

- Doors open at 6:00 p.m.
- All guests must arrive by 6:30 p.m. for check-in
- Dinner will be served at 6:45 p.m.
- Please arrange limos for pick-up by 10:45 p.m.

Ticket Price - \$80

- This fee must be paid through School Cash Online. If there are any issues with the website, students or their family members may speak to someone in the Main Office.
- This cost covers a number of expenses related to the event, including:
 - Hall rental
 - Four-course meal and service
 - DJ and lighting
 - Formal photographer
 - Photobooth (if cost permits)
 - Security and police supervision
 - Decorations
 - Favour

Ticket Sales – Apr. 15th-26th (Purchase through School Cash Online)

- Tickets will be available through SCHOOL CASH ONLINE beginning April 15th
- You must pay in advance through School Cash Online and you or your table organizer must bring PROOF OF PAYMENT (printed receipt or screen shot on phone) to receive a ticket and choose a table/seat. You do not get to choose a seat until you have paid for and picked up a ticket and no seats will be reserved. Come early to avoid disappointment.
- All graduates do not need to be present to pick up their own tickets. It is sufficient enough to have one representative come for your group.
- This representative must bring with them:
 - 1) The **Table Request Form** completely filled out with signatures of each student for confirmation****You **cannot** sign for a friend-- each individual must sign themselves. **Table Request forms can be found outside of workroom 34.**
 - 2) Proof of payment for each student (**printed receipts or screen shots of receipt**).

We will refuse to assign seating to any tables who fail to follow this procedure. This representative is responsible for distributing the tickets to their group members.

- **Tickets are non-refundable, non-transferrable, and absolutely NO tickets will be available after Friday, April 26th due to venue rental guidelines.**
- If you purchase a ticket and do not come to choose a seat, a table will be randomly assigned to you. Ticket purchases **cannot be refunded** once we give the hall a head count.

Prom Table Selection—April 23rd-26th (After school, room 331)

- There are exactly **10 people per table** – no more, no less (as per hall instructions).
- Table/seat selection occurs on a first-come/first-served basis at the time of ticket pick-up, and **NO CHANGES MAY BE MADE** after the fact.
- There are a limited number of tables, so by mid-week we are required to start filling in empty seats at partially-full tables instead of starting a new table. Come early to avoid disappointment.
- You may not “reserve” empty seats for people who have not yet paid for a ticket.
Community Service Hours must be completed before table selection. Any member who has incomplete hours will be asked to go to Student Services to get proof of completion before seating is assigned

Any Questions?

- You may visit any of the following staff members:
 - Ms. Ples in workroom 25
 - Mrs. Vale in Workroom 34
 - Mrs. Lauc in Guidance