

# Ceremony Worksheet

Name of Ceremony \_\_\_\_\_

Purpose \_\_\_\_\_

Theme \_\_\_\_\_

Date of Ceremony \_\_\_\_\_ Time \_\_\_\_\_

Place of Ceremony \_\_\_\_\_

Who will come? \_\_\_\_\_

Opening \_\_\_\_\_

Songs, Poems, Quotations? \_\_\_\_\_

Who Does What? \_\_\_\_\_

Main Section \_\_\_\_\_

Who Does What? \_\_\_\_\_

Badges or Awards? \_\_\_\_\_

Closing \_\_\_\_\_

Who Does What? \_\_\_\_\_

Rehearsal Needed? \_\_\_\_\_

Who will record ceremony? \_\_\_\_\_

Decorations? \_\_\_\_\_

Who will bring them? \_\_\_\_\_

Props? \_\_\_\_\_

Who will bring them? \_\_\_\_\_

Refreshments? \_\_\_\_\_

Cost? \_\_\_\_\_

What funds will we use? \_\_\_\_\_

Are invitations and thank yous needed? \_\_\_\_\_

Who will send them? \_\_\_\_\_