**SCHOOL EVENT PROGRAM ELEMENTS**

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| **Description** | **Responsible** |
| Guest of Honor welcome (as desired) |  |
| The signing of the visitor’s book |  |
| Tour of the facility (where applicable) |  |
| The processional (where applicable) |  |
| National Anthem |  |
| Choruses (Praise/worship) |  |
| Invocation (Prayer) |  |
| School Anthem (Alma Mater) |  |
| Welcome Address |  |
| Children’s presentations and entertainment |  |
| School report |  |
| Presentation of any special persons |  |
| Invite Chief Guest |  |
| Chief Guest Address |  |
| Charge / Conferment Ceremony (where applicable) |  |
| Cake Cutting |  |
| Vote of Thanks |  |
| Benediction (a parting blessing) |  |
| Outro (Instrumentals) |  |
| Foodservice |  |
| Open Day |  |
| Guests leave at their pleasure |  |
| Cleaning up |  |