

Create Your Own Graduation Announcement Project

For the past seven years students at Cedar Bluffs Public Schools have created their own graduation announcements and announcements for area schools. This activity was in response to a need expressed by the parents of seniors for “economical” options for graduation invitations.

The first step to creating your own announcement is to get a photographers release from the photographer that took your seniors pictures. (This is only necessary if you want to include a senior picture on the announcement) This release gives you permission to use a senior picture since it is a copyrighted document. This can be accomplished through a telephone conversation, face-to-face interaction or via email. Be prepared as some photographers will require a small fee to obtain the release and others may deny your request. If you are denied a release, you may have to complete this project by having a friend, family member, or instructor taking a photograph of you to be used instead of your “professional” senior portrait.

Next, using PhotoShop, begin working on various layouts and designs for your announcement. When creating a new document, make sure your image size is 4 x 6 inches. This is necessary for printing the final product as a picture file.

Use your creativity and desktop publishing skills to create an announcement with multiple layers and the appropriate text. Make sure when creating the document you save it as a Photoshop document first so if you need to go back and make changes you can. When you are satisfied with the finished product, you need to save it as a jpg so it can be uploaded and printed as a picture file.

There are many methods you can use to print your announcement. We have chosen to use the Wal-Mart Photo Center as our printer of choice because you have the option of one hour printing and the luster finish.

For me as a teacher, this project allowed my students to demonstrate that they understood basic layout and design principles and had the opportunity to practice their communication skills as well.

For my students, this project gave them an opportunity to work on a project that was personal. They could use their creativity and computer skills to create a product meaningful to them.

For my school, this project has provided positive public relations with the community as it has provided an economical product that parents were requesting. It has also been a great way to showcase student work as announcements get distributed throughout the community.

Please consider using this project with Computer Application students.

Janelle Stansberry
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Graduation Announcement Samples:



Katie Stansberry
and the Senior Class
of Bancroft-Rosalie High School
invite you to attend their
Comencement Exercises
Friday Evening, May 9th, 2008
6:30 O'clock
at the
Bancroft-Rosalie Gymnasium

Please join me
for a reception
following the
ceremony at the old
gym



Megan Stansberry
and the Senior Class
of
Bancroft-Rosalie High School
invite you to attend their
Commencement Exercises
Friday Evening,
May 9th, 2008
6:30 p.m.
at the
Bancroft-Rosalie Gymnasium

Please join me for a reception
following the ceremony
at the old gym



Megan
'08

Stacie Jean Kavan and the
Senior Class Invite You to Attend
the Cedar Bluffs High School
Graduation Ceremony on
May 10th, 2008 at 2:00 pm.

Class of
2008

Please join me for an open house
following the ceremony at my home.
1746 County Road 19, Fremont



Krishell Marie Schilke
and the class of 2007
invites you to attend the
Cedar Bluffs High School
Graduation Ceremony
on May 12th, 2007
at 2:00 p.m.

Please join me in celebration
immediately after the ceremony
at My Home.
2765 Co. Rd. 12

SHARE AN IDEA INFORMATION DOCUMENT

Idea Title: Create Your Own Graduation Announcements

Objectives/Overview: Students will use their skills in desktop publishing and photo manipulation to create a graduation announcement.

NBEA Standards:

NBEA – Communication I (Foundations of Communication) – A (Oral Communication)

NBEA – Communication I (Foundations of Communication) – C (Written Communication)

NBEA – Communication II (Social Communication) – B (Human Relations and Interpersonal Skills)

NBEA – Communication III (Technological Communication) – Level I, Level II

NBEA – Information Technology V (Application Software) – Level I, Level II, Level III, Level IV

Concepts/Skills Reinforced or Mastered: Skills and concepts reinforced include desktop publishing skills of layout and design principles as well as communication skills.

Course/Grade Level: Project is to be completed at the end of desktop publishing unit preferably in the spring a month prior to graduation.

Materials/Resources/Equipment: PhotoShop Software, Scanner, Computer

Time Required to Complete the Lesson/Unit: 5- 7 days (based on 50 minute class period)

Basic Layout Techniques
Graduation Invitation

Criteria	Score	Commendable (5)	Acceptable (3)	Unacceptable (1)
Design Functions X 2		No errors in appropriateness, Balance, focus/flow, and Consistency	Minor errors in appropriateness, balance, Focus/flow, and Consistency	Major errors in appropriateness, balance, Focus/flow, and consistency
Design Considerations		Page Size/Orientation are appropriate for the publication. The margins set the text apart from everything else within readers view	Choices made in size and orientation distract rather than enhance the message of the publication	The size and orientation result in a publications that confuses or frustrates the reader
Typography		Typefaces match the tone, type sizes emphasizes important data	Typefaces match the tone Type size does not emphasize important data	Typefaces do no match the tone, type sizes are irregular Or do not emphasize important data
Graphics (Imported or created)		Adds excitement; generates enthusiasm; relates to the message, if created have an element of complexity and uniqueness	Relate to the message	Does not relate to the message
Special Effects		Elements such as gradients, filters, or graphics are used appropriately and effectively. Graphics are rotated properly to enhance the purpose of the publication. Flow of text around graphics creates enthusiasm and complexity in the document	Special effects are used appropriately.	Special Effects are used inappropriately and distract from the quality of the publication
White Space		Appropriate for message; Generous amount, not Trapped	Apparent, not trapped	Hardly any; trapped
Color		Used consistently, appropriate for the message	Used inconsistently	Not appropriate for message or used inconsistently
Creativity		Different & unique has a style, flair of its own; unusual yet intriguing	Shows hints of uniqueness yet some aspects are found in other works	Boring, dull, unattractive
Classroom Performance		On task; required little or no teacher assistance	On task; required minimum teacher assistance	Rarely on task; required optimum teacher assistance
Total Score				

Appropriateness – elements (text, titles, pictures, symbols, lines, etc) match purpose and audience

Balance – weight of each element and how works together - too balanced – boring

Focus/Flow – where the reader’s eye focus first and how it travels across the page

Consistency – repeated elements

RUBRIC POINT TOTALS			
A+ (100) = 50	B+ (92) = 44-45	C+ (84) = 38-39	D+ (77) = 32-33
A (96) = 48-49	B (88) = 42-43	C (81) = 36-37	D (74) = 31
A- (93) = 46-47	B- (85) = 40-41	C- (78) = 34-35	D- (70) = 30
For every point lower than 30, 1 percentage point will be deducted from 70%			