

Commencement Speech Guidelines and Application form

Platteview High School is extending all graduating seniors the opportunity to apply for consideration as a student speaker at the graduation ceremony. One of the requirements of the senior class President is to be one of the selected student speakers. In addition, any graduating senior may submit a speech for consideration as a student speaker at the commencement ceremony. Mr. McLaughlin will identify a selection committee to identify the final additional speakers that are selected.

If you are a graduating senior and wish to be considered as a student speaker for this year's commencement ceremony, you must:

- Follow the guidelines articulated on the reverse side of this application form.
- Make sure your speech addresses this year's class motto. "A blank piece of paper equals endless possibilities — Michael Scott"
- Complete this application form and submit a fully-developed first draft of your speech by May 1st to Mr. McLaughlin. No late expectations.
- Understand that your speech will be reviewed by the selection committee composed of teachers and administrators.
- Understand that if your speech advances in the process, you must audition (by delivering your speech) in person before the selection committee on the week of May 1st. Appointments will be set by Mr. McLaughlin.
- Know the audition criteria is based on the guidelines articulated on the reverse side of this form, on the speaker's ability to communicate theme, delivery and appropriateness based on these guidelines, and on performance criteria including: volume, rate of speaking, articulation, body language and eye contact.

The selection committee will announce its decision the week of May 6th. The final pool of speakers will meet prior to the commencement ceremony with Mr. McLaughlin to revise and rehearse the speech on dates to be mutually agreed upon.

Student Agreement - Due May 13th

If your speech is selected to be part of the commencement ceremony, you agree to the following:

- The speech that I submitted will be the one presented at the commencement ceremony. To edit, change or alter the speech without the consent of the building principal or designee will result in disciplinary measures, possibly causing a delay in receipt of a diploma.
- Any conduct that occurs prior to graduation that results in a disciplinary referral, detention, or suspension will give cause for a revocation of my ability to deliver the speech during the commencement ceremony.
- I agree to meet with the building administration upon request to review ceremony procedures.
- I agree to be present at the commencement ceremony early and meet with the building administration to review any changes or modifications to the ceremony.

I hereby submit a speech to be considered for the commencement ceremony to be held at Platteview High School. I understand the parameters set forth above.

Student signature: _____ Date: _____

General Guidelines

- Maximum delivery time: 3 minutes
- The presentation can be in the form of a speech or a poem
- The speech must be centered around the class motto :A blank piece of paper equals endless possibilities — Michael Scott
- Write in a style that conveys sincere appreciation for Platteview High School and reflects what it means to be a graduate of this school. The speech should focus on one or two of the following-
 - Importance or impact of academics
 - Influence of faculty, staff, or family
 - A significant opportunity offered at Platteview High School
 - Co-curricular activities involvement
 - Athletic Participation
 - Community service events
 - Platteview High School events.
 - Other related topics
- Be sure of your facts
- Humor can be included, if appropriate, but the overall tone of the address should suit the occasion; it is inclusive, up beat, and positive.
- Avoid cliches and end your speech with a strong conclusion.
- Consider these questions as you develop your thoughts.
 - What values do you hope your classmates will carry away with them as a result of being here?
 - In what ways has the class grown as a result of being here?
 - How have you learned to adapt to change and to work through difficulty?
 - How have you learned to appreciate and celebrate differences?
 - What things are important in student life at the school, and why?
- Remember, you are speaking on behalf of your class, and, although personal anecdotes can be included they should be woven into specific experiences you shared with your class as a whole.

Submission Guidelines

- Written speeches are required for submission prior to May 1st
- Submission can be completed in one of two ways
 - Email submissions to Mr. McLaughlin at michael.mclaughlin@spscne.org
 - Submit a typed copy to the main office Attn. Mr McLaughlin

All submissions will be time stamped and not late submissions will be accepted.

- You must complete a signed copy of the student agreement and submit this document at the time you submit your written speech.
- After May 1st, all submitted speeches are final - no revisions can be made.
- If your speech contains vulgarity, defamatory remarks regarding students, staff, parents, or Platteview High School, or comments deemed inappropriate, in general, your speech will automatically be rejected.
- Your speech will be reviewed by the selection committee on the week of May 1st
- Final round auditions will be held by the week of May 6th
- Your status will be sent you no later than the week of May 13th