GRADUATION ETIQUETTE SUGGESTIONS

- Mail your announcements ten (10) days to two weeks before graduation.
- Address envelopes personally with black or blue ink.
- The gummed outer envelope should bear a complete mailing address, avoiding abbreviations.
  
  Mr. John Smith  
  383 North Street  
  Tyler, Texas 75708  

- The inner (smaller) envelope should bear the name(s) of the person or persons to whom it is sent. Children of addressee may also be shown here, using first name(s) only. They may be expressed informally as:
  
  Aunt Mary and Uncle Bill  
  John Smith  
  Mr. And Mrs. Johnson  
  Miss Reagan  
  Mary and Paul  
  Grandmother  

- Place announcement in inner (smaller) envelope with folded edge being inserted first and front of announcement facing the flap of the outer envelope.
- Insert the inner envelope with the front facing the flap of the outside envelope.
- Seal securely and send via first class mail.
- BEFORE REHEARSAL - Press your gown.
- Read directions given to you. To avoid losing your tassel, make sure it is attached securely.

GRADUATION GIFTS

EVC Diploma Frames  
Check Store for Pricing

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Tel: 408 223 6765
Important Graduation Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2014</td>
<td>Graduation Announcements</td>
<td>Caps and Gowns available for purchase</td>
</tr>
<tr>
<td>May 8, 2014</td>
<td>EVC Campus Store</td>
<td>Graduation Vendor Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 am to 4 pm</td>
</tr>
<tr>
<td>April 1- May 9</td>
<td>Purchase in-stock</td>
<td>Caps and Gowns from Store; students referred to Herff Jones webstore for out of stock cap &amp; gowns 4/1-5/9, 2014</td>
</tr>
<tr>
<td>May 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 23, 2014, 6:00 pm</td>
<td>Commencement, Grass Soccer Field</td>
<td></td>
</tr>
</tbody>
</table>

**Governing Board**
- Mayra Cruz
- Jeffrey Lease
- Balbir Dhillon
- Craig Mann
- Maria Fuentes
- Rudy Nasol
- Wendy Ho

**Student Trustee**
- Zuby Javed

**EVC President**
- Henry Yong

**Chancellor**
- Dr. Rita M. Cepeda

**Available Announcement Styles**

#1 Traditional

Evergreen Valley College Announces its Commencement Exercises
Friday Evening, May Twenty-Third Two Thousand Fourteen
6:00 P.M.
Grass Soccer Field
Evergreen Valley College
(your name)
Associate in Arts

#2 Script

Evergreen Valley College Announces its Commencement Exercises
Friday Evening, May Twenty-Third Two Thousand Fourteen
6:00 P.M.
Grass Soccer Field
Evergreen Valley College
(your name)
Associate in Arts

**Cap & Gown Purchase**

Available at the EVC Campus Store
April 1, 2014

GRADUATION PACKAGE - $42.95
Includes: 1 Cap, 1 Gown & 1 Tassel (green & white)

Students with cumulative 3.5 GPA or higher can pick up a gold Honors Cord and Tassel at the Campus Store

**Price**

$1.75 ea

SPECIAL ANNOUNCEMENT PACK
15 Announcements
$20.00
Price good through Friday, May 9th, 2014

**EVC CAMPUS STORE**
(408) 223-6765
Monday - Thursday, 7:45 am - 5:00 pm
Friday, 7:45 am - 12:00 pm
Graduation Day: 7:45 am - 6:30 pm