

**Grosse Pointe North Band and Orchestra
Senior Plaques**

Instructions:

1. A photo is taken during either the Spring Concert at Grosse Pointe North PAC (the year of major trips for example New York, Disney, etc) or the Orchestra Hall Concert (the year of smaller trips for example Chicago). Make sure the photo is taken and it is forwarded to you either by e-mail (and put on disk) or given to you on a disk. Most years lettering was added right onto the photo that read "Grosse Pointe North Band and Orchestra Seniors (and the year)". Last year (2009) there was no room on the photo, so the plaques had the above engraved on them.
2. Take the disk to Ritz Camera on Mack Avenue in Grosse Pointe Woods (313) 886-1780. The most inexpensive way to get duplicates is to buy a discount card. I purchased a card which you can find in the folder (it is in my name Suzette Ripepe), BUT NOTE IT EXPIRES ON 4-24-2010. If you get prints after that date, you will need to buy another discount card (approx \$12). Using the discount card, the 5x7 prints come to approx. \$1.04 each. An employee from Ritz Camera can help you place your order and the prints are usually ready in about 3 hours. You can get matte or glossy finish. Last year I chose to get a matte finish.
3. After the concert, prepare a mat for the students to sign. Use an 8 1/2 inch by 11 inch PLAIN cardstock (there is currently one piece left in the folder). Tape an edge around the entire mat (see examples in the folder). Place a 5x7 bright piece of paper in the center of the mat with instructions for the seniors to sign neatly in the margin and not to write on the taped edge. Give it to Dave Cleveland; he will get all the seniors to sign. After completed, pick it up from Dave Cleveland along with the list of all the seniors and all the activities they participated in. The mat gets copied onto parchment Xerox paper which there is a generous supply that should last for several years. If there is not enough paper, purchase more at an office supply store. I also purchased glue sticks thinking we would be putting the plaques together, but since Woods Trophies can put them together for us, I gave the glue sticks to them. Ask them next year if they want us to purchase glue sticks for them.
4. The signed mat, list of students, parchment paper, glue sticks and 5x7 pictures should be taken to Woods Trophies, 27301 Harper Ave., St. Clair Shores, MI 48081 (586) 779-8930, contact person Judi Layne (see business cards in folder) at least 4 weeks before the banquet (which is usually held the Tuesday after Memorial Day weekend). Woods Trophies can copy the mat onto the parchment paper, will glue the photo on the mat and put the mat/photo into each plaque for about 50 cents each; believe me it is well worth it!

The first line of each plaque should read: Grosse Pointe North Band and Orchestra Seniors (year) (you can omit this engraving if you choose to put this lettering directly onto the photograph)

The second line should read the student's name

Do there a mat with student signatures?

Do we have the 5x7 photos?

Who do I get Senior Signatures from?

The third line should list all of their activities

Also order a plaque for each teacher (Dave Cleveland plus whoever else he thinks; ask him beforehand). The engraving on their plaque should simply read: Grosse Pointe North Band and Orchestra Seniors (year).

After picking up the plaques, proofread each that it is correct; if not, work with Woods Trophies to correct.

5. Deliver the plaques to the Grosse Pointe War Memorial (or wherever the banquet is held) just before the banquet starts.

6. Keep all of the ORIGINAL receipts for photo processing, supplies and the plaques. I charged everything on my credit card. Submit the receipts to the Band Booster Treasurer; they will have you fill out a form and then write a check to reimburse you. If you do not want to pay for the plaques yourself, you will have to find out the amount and work with treasurer to obtain a check to pay Woods Trophies. The total last year was about \$1400 total for 45 plaques.

Dave Cleveland has several senior plaques in his office for examples.

If you have any questions, feel free to call me.

Submitted by:

Suzette Ripepe Bratton

4/25/09