

Dear Parents of the Class of 2014 -

Media Communication students from Neuqua Valley High School will be videotaping this year's graduation ceremony as a fundraiser for NVTV. The DVDs make a great gift for those family members who are unable to attend the ceremonies, or for those who would like to remember the day for years to come. There will be 2 opportunities to purchase a copy of the graduation ceremony. You may pre-order or you may order a copy at the ceremony on May 25<sup>th</sup>. If you wish to avoid long lines at graduation, **pre-order** your DVD copy today by filling out the form below and mailing it with your check (*made payable to NVHS*) postmarked no later than Friday, May 16<sup>th</sup>, to:

Lisa Traut  
Media Communication  
Neuqua Valley High School  
2360 95th Street  
Naperville, IL 60564

From May 19<sup>th</sup> to May 23<sup>rd</sup>, you may drop off your DVD order at the receptionist's desk in the rotunda at Neuqua Valley. **Please do NOT mail your order after May 16<sup>th</sup>.**

To place your order at the graduation ceremony, please stop by one of the four NVTV tables in the lobby of the NIU Convocation Center beginning one hour prior to graduation or immediately following the ceremony. All orders **must** be paid for at the time the order is placed. **Absolutely NO orders will be accepted after May 25<sup>th</sup>. This is a firm deadline and no exceptions will be made.** While checks are the preferred method of payment, cash will be accepted (exact change only please). Please include phone # and Student ID number on the check.

All DVD orders **will be mailed** to the address listed below during the week of June 2<sup>nd</sup>, so it is imperative that the address is legible. Should you have any questions, please contact Lisa Traut via email at [lisa\\_traut@ipspd.org](mailto:lisa_traut@ipspd.org) or via phone at (630) 428-6660. Thank you for your order!

Please return bottom portion with your payment

2014 Graduation Order Form  
**(PLEASE PRINT)**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



Quantity

DVD \_\_\_\_\_ x \$25 = \_\_\_\_\_

(Shipping included in price)

**Total = \_\_\_\_\_**

*(Make check payable to NVHS)*

<b><u>Office Only</u></b>	
Check #	_____
Cash	_____
Label	_____
Mailed	_____
Initials	_____