

Dear Parents of the Class of 2015 -

Media Communication students from Neuqua Valley High School will be videotaping this year's Graduation & Baccalaureate ceremonies 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 or Baccalaureate ceremonies. You may pre-order or you may order a copy at the Baccalaureate ceremony on May 21st, or at the Graduation ceremony on May 24th. If you wish to avoid long lines at either ceremony, **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 15th, to:

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

From May 18th to May 22nd, 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 15th.**

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. To place your order at the Baccalaureate ceremony, please visit the table in the Auditorium Lobby on May 21st thirty minutes before or immediately after the ceremony. All orders **must** be paid for at the time the order is placed. **Absolutely NO orders for either ceremony will be accepted after May 24th. 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 1st, so it is imperative that the address is legible. Should you have any questions, please contact Lisa Traut via email at lisa_traut@ipsd.org or via phone at (630) 428-6660. Thank you for your order!

Please return bottom portion with your payment

2015 Baccalaureate/Graduation DVD Order Form
(PLEASE PRINT)

Name: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____



Quantity

Baccalaureate DVD _____ x \$25 = _____

Graduation DVD _____ x \$25 = _____

(Shipping included in price)

Total = _____

(Make check payable to NVHS)

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