

COPPER MOUNTAIN COLLEGE

GRADUATION ANNOUNCEMENT ETIQUETTE

Commencement is a special time for you. Your announcement is a symbol of accomplishment, pride and recognition. Below are a few suggestions to help you in sending out your announcements.

YOUR ANNOUNCEMENT

Your College graduation announcement has a message to formally announce your graduation.

When you send an announcement to your family and friends, it is not considered an invitation to the ceremony. It is merely an announcement and does not obligate that person to attend or give a gift.

MAILING

Your graduation announcement should be mailed at least two weeks prior to the date of the ceremony. This year, graduation is Thursday, May 23rd, so your announcements should be in the mail by May 1st. Your mailing list should include your immediate family, personal friends, distant relatives, neighbors, godparents, etc.

ENVELOPES

Announcements are traditionally provided with two envelopes. The larger envelope, with the gummed flap, is the outside envelope. It should be addressed personally, in your own writing, using abbreviations only if necessary. No computerized mailing labels! You should include your return address, preferably on the back flap of the outer envelope.

The smaller envelope, without the gummed flap, is for your announcement. The announcement should be placed in the envelope with the bottom of the announcement at the bottom of the envelope, and facing the flap. This envelope should not be sealed or the flap tucked inside. This envelope should be addressed in a personalized manner, such as "John and Jill," "Grandpa and Grandma," etc. This envelope is placed inside the larger of the envelopes with the writing facing the flap on the larger envelope.

NAME/DEGREE CARDS

Name/Degree cards are used to identify you as the graduate and state your degree. This information will not appear in the text of the announcement. One name/degree card is included in each announcement. You will need to write your name and your degree on this card, and insert it in the announcement.

THANK YOU NOTES

Thank You notes should be used to acknowledge any gifts that you receive. These should be completed and mailed promptly. A short hand-written note is the proper way to acknowledge any gift.

Graduation announcements may be purchased at the Book Store beginning in April.