

## **Class of 2016 – Memory Board Instruction Sheet**

### **What is a Memory Board?**

- The Grad Night Committee supplies each family with a blank 30" x 24" corrugated poster board.
- Each family is encouraged to decorate the poster board with photos and other items that represent the student's life.
- All boards will be prominently displayed during Grad Night for all the students to enjoy.
- Students LOVE their memory boards and really enjoy looking at their friends' boards. They are keepsakes that your student will take home with them after Grad Night.

### **What should I do?**

- Please pick up your blank poster board from the school office. Remember to place your initials next to your student's name on the Memory Board pick-up list.
- Decorate the white side of the board. **Keep the board in a landscape, or horizontal, direction** so that it is 30" wide and 24" high.
- Please make sure your student's name is easily visible on the board.
- Feel free to cover the board with any design or color you like. Suggestions for decorations include: photos, mementos, special awards, baby items.
- There is a binder in the office next to the Memory Board sign up with Memory Board ideas from past years.

### **Where can I get additional help?**

- Memory Board/Scrapbook items can be purchased at Scrapbook Island Creative Escape, 14090 Blossom Hill Road, Princeton Plaza Mall, Los Gatos, CA 95032 (408) 978-8900.
- Stickers and paper items can also be purchased at craft stores such as Michael's, Jo-Ann Fabrics and Crafts, and even Target.

### **When should I turn in the Memory Board?**

- Drop off completed Memory Boards on Friday, May 27<sup>th</sup> and Tuesday, May 31<sup>st</sup> between 8 a.m. and 4 p.m. in the school office. Late boards will be accepted in the small gym Wednesday, June 1<sup>st</sup> from 10-6 p.m.

### **Please do not...**

- Do not make 3-D decorations or laminate or frame your board. They are too heavy to hang!
- Please do not make your board larger than 30" x 24"
- Please do not miss the turn-in deadline.

Use your imagination and HAVE FUN!

**Questions:** Please contact Katie Shinnick at (408) 867-4427 or [katieoshinnick@comcast.net](mailto:katieoshinnick@comcast.net)