



Western Canada High School 641 17th Ave SW | Calgary AB | T2S 0B5 | 403.228.5363

Graduation Banquet and Dance

Event Date: Thursday, 22 May 2025 at 5:30 p.m.
Ticket Purchase Deadline: Thursday 17, April at 11 p.m. This is a FIRM deadline.

The formal banquet and dance will take place at the **Bank of Montreal Centre** on the Stampede Grounds. The banquet is taking place in **Hall D**. On-site parking is available for \$18 and payable at the gate.

Ticket cost to the Banquet & Dance is \$125. This includes GST. All guests require a ticket.

The ticket price includes A/V equipment rentals, DJ services, and a mandatory 20% gratuity charged by BMO. There are no discounted tickets available.

Reception: 5:30 p.m.
Program Start: 6:30 p.m. (Hall doors closed to entry until program is complete)
Dinner Buffet: 7:00 p.m. (Hall doors reopen for late arrivals)
Dance: 8:30 - 10:30 p.m. (Please schedule pickups no earlier than 9:15 p.m.)

There are **five** steps necessary to ensure your place at the Graduation Banquet and Dance:

Step 1. <u>Grad list verification</u>	By 31 March
Step 2. <u>Additional tickets request deadline</u>	By Thursday, 10 April
Step 3. <u>Clear Outstanding Fees from Rycor</u>	By Thursday, 10 April
Step 4. <u>Organise seating (START EARLY)</u>	By Friday, 11 April
Step 5. <u>Purchase Tickets</u>	Beg. 8:00 a.m., Monday, 14 April
	End: 11 p.m. Monday, 21 April
Step 5: Submit Table Planning Form	22 - 25 April (Main Office)
Groups of between 8-48 guests only	
Step 6: Group Captains pick up tickets	During Grad Rehearsal

THERE WILL BE NO TICKET SALES AFTER THURSDAY, 17 APRIL. THIS IS A HARD DEADLINE AND LATE TICKET SALES WILL NOT BE ACCOMMODATED. PLAN AHEAD.

Step 1: Grad List Verification (List Posted on 19 March 2025)

- Make sure you are graduating – check the list outside Student Services and follow the posted instructions.

Step 2: Clear Outstanding Fees in Rycor (Before Friday, 11 April)

- Only students on the graduate list, and **with no outstanding school fees**, are eligible to purchase banquet tickets.
- If you attempt to purchase tickets online and you are restricted from purchasing tickets – **check the graduate list and visit the business office.**

Step 3: Table Planning & Ticket Requests (Prior to ticket sale)

- All banquet attendees need to purchase a ticket - for themselves and their guests. It is recommended that guests are 12 and above. There are no ticket discounts for minors.
- If you **do not** have a seating preference, you and your guests are together with another party to complete a table of eight.
- If you **do** have a seating preference, you will need to pre-arrange your seating. Please plan **FULL TABLES OF EIGHT** so there are **no empty seats.**
- You can group **up to six tables of eight** together under one group captain (See below) for 48 guests in one party. Groups that are larger than six tables will be split at organizer's discretion.
- To assist in table planning, use the Table Planning form located on the Grad website.

GROUP CAPTAIN

- **Do you have guests who want to be seated together?** Then you will need to designate ONE graduating student to serve as your ENTIRE party's GROUP CAPTAIN (GC).
- The person buying Banquet tickets will need the name of the Group Captain **prior to registering.**
- Guests with the same Group Captain are seated at the same or adjacent tables.
- You will be asked to indicate a Group Captain for each guest when purchasing tickets online. Changes can not be made in Rycor once tickets are purchased.
- GROUP CAPTAINS **do not purchase tickets for their group.** Graduates are responsible for purchasing tickets for themselves and their guests.
- If you are not seated with a larger group of multiple students and their associated guests - please list the graduating student as the GC.

Step 4: Purchase your tickets online (see dates and time below)

- Tickets are purchased online via Rycor. Limit is 5 tickets. [Request additional tickets by 10 April.](#) Additional tickets made available as separate purchase in Rycor during registration window.

- **TICKETS WILL BE SOLD FOR ONE WEEK BETWEEN MONDAY 14 APRIL and MONDAY 21 APRIL.**
- **NO TICKETS WILL BE SOLD AFTER 21 APRIL. BMO IS REQUESTING FINAL NUMBERS ONE MONTH PRIOR TO THE EVENT.**
- To purchase your tickets you need the following information:
 - Valid email address, Names of all guests
 - Each guest's preferred buffet meal (Choices are: Regular, Vegetarian/Vegan or Allergy)
 - Guest Food allergies and sensitivities
 - Group Captain (GC) (Explained Above)

STEP 5: Submit Table Planning Form

- After ticket sales close, guests will be assigned and seated at tables by organiser. For parties larger than eight, please complete the table planning form found on the grad website. Submit to Main Office between April 22 – 25 – this information is used to assign guests to tables.

Terms & Conditions

ADMISSION AND SEATING POLICIES

Picture ID must be presented if requested by the event organizers.

Guests are not permitted to leave the banquet hall; students who leaves will not be permitted re-entrance. Re-entry allowed for parents.

Seating: Every attempt will be made to ensure that guest seating is correct. However, in the event of a discrepancy, the master list of registrations will be used to resolve issues.

GUEST CONDUCT POLICY

The grade Banquet & Dance is a school event, therefore all rules and expectations around acceptable behaviour apply.

This is a strictly non-smoking, non-vaping, and non-alcoholic event for ALL Guests.

The use of drugs is strictly prohibited.

The BMO Centre Security searched all bags of students and patrons.

Patrons who appear to be under any illegal influences will be asked to leave by security.

If alcohol is an important part of your celebrations, we ask that you find an alternate venue.

PHOTOGRAPHY

When you attend this event, you enter an area where photography, audio, & video recording may occur.

By entering the event premises, you consent to such recording media and its release, publication, exhibition or reproduction.

CANCELLATION POLICY

No refunds- all sales final.

*Direct questions regarding the **Banquet and Dance** to:*

Mr. Smith at BGSmith@cbe.ab.ca