

GRADUATION SEATING LOTTERY - 2021

RULES AND PROCEDURES

1. The lottery and seating chart will be completed by February 28.
2. Each graduate will be awarded six (6) contiguous seats (one block).
3. The lottery will be carried out by two members of the School administration, assisted by two members of the ESD Parents' Association (ESDPA). No member of either group may have a child in the graduating class.
4. The two members of the ESDPA who assist with the lottery will be the President-Elect and the Treasurer. If, for some reason, one or both of those people are unable to fulfill this duty, the President of the ESDPA will appoint another member to take his or her place.
5. Names of each graduate will be printed in advance on slips of paper. The papers and names will be inspected by the designated ESDPA representatives and administrators for accuracy and fairness.
6. The paper slips will be put into a container and pulled at random by one of the designated participants, under observation of the other participants.
7. Seats will fill from block #1 to the final block, in order of the names being pulled, with no exceptions or exchanges, except as outlined in the section below regarding related graduates.
8. When the seating chart is final, the School will notify each graduate of the block of seats they are assigned.
9. Tickets will be delivered to the graduates with their robes in May, through the Eagles Nest.

THE FOLLOWING OTHER RULES AND GUIDELINES ARE IN EFFECT.

1. All seating is final, and any disputes are to be settled by the Head of School.
2. In the event that the lottery cannot be completed successfully (a mistake is discovered midway through, or one or more participants are called away for an emergency, etc), the lottery may be voided at the discretion of the Head of School, and it will be rerun starting fresh at a later date.
3. Tickets are issued directly to the graduate.
4. Handicap seating does not count towards a family's block of six (6) seats. Families requesting handicap seating may have one non-handicap person sitting in the section along with the person requiring the seat.
5. The School will NOT engage in any exchanging of tickets, or blocks. All seating is final from the point of view of the School. Graduates may, on their own, exchange or give away tickets.
6. In the case of rain, or other bad weather, we may need to move the graduation indoors to the Competition Gym. If that were to occur, ONLY guests with tickets will be allowed inside and all seating inside the gym will be first come, first served, with doors opening one hour before the event.
7. It is strongly suggested that parents and guests hold on to their tickets. Replacements can be produced at the event, but it might take some time and cause family members to be delayed.
8. If your family is related to another graduating family and you would like your seats to be together, please let us know by emailing Jeffrey Laba before February 14th with your graduate's name and the name of the related graduate. We will have the following restrictions:
 - a. Families must be related through the graduates involved. The graduates must be first cousins or closer.
 - b. Both families involved must contact the School separately and request to be seated together.

- c. During the lottery, both graduates' names will be put on one strip, and their individual strips will be discarded. When that strip is drawn, the families of the two graduates will be assigned a total of 12 seats.
 - d. The first graduate alphabetically by last name will be assigned the next available block of six (6) seats, and the second family will be assigned the block of six (6) seats directly behind the first. There may be situations where this is not possible, in which case the families might be assigned 12 seats in one row, or the first block may be moved up in number to accommodate 12 seats.
 - e. The lottery will then continue as normal, with each consecutive seating block being assigned by lowest number available.
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