

Monday, September 29, 2014

Parents and Seniors:

We wanted to share some information regarding your senior, and bring you up to speed regarding some upcoming important dates. I am Ted Annis and I work with Phillips High School with Diplomas, Caps and Gowns, and Graduation Announcements for your senior. ****The only item required for graduation is cap, gown, and tassel. The cost for this is around \$30.** If you have a gown, or cap from a previous senior, we can order only the items needed. Our contact information is below as well. We would ask that if you have questions regarding any of the above items, please call us and not the school. We are more than happy to explain anything needed. Thank you for allowing us to work with your seniors.

Wednesday, October 29 @ 8:10

- Informational meeting with the Senior Class
- Information packets will be distributed that include an order form, and brochure of other senior offerings.
- There will be a sample of the Phillips HS Announcement, as well as a sample of the New Photo Announcements that are available.

Tuesday, November 4th during both lunches

- Initial Order Day for Seniors. Turn in order forms for what your needs are.
- Ordering can be done online at Jostens.com
- IF ordering only a Cap and Gown, no deposit is needed.
- We will hand out all pre-delivered items, shirts, hoodies, sweats, etc. on this day.

Please feel free to contact us below with any questions or concerns you may have. Thank you again for allowing us to work with your seniors!

Ted Annis
P.O. Box 3073, Eau Claire, WI 54701
Office: 715-832-0762
Email: ted.annis@jostens.com