Want a detailed timeline and play-by-play of the Big Day itself? While every March is different - some bigger, some smaller - here’s an example run-of-show from our network schools. To revise the run-of-show, export it from a PDF to a Word document using Adobe Acrobat or an online PDF-to-Word exporter.

**SAMPLE COLLEGE MARCH “RUN OF SHOW”**

**11:00-11:30AM**
Final prep with students:
- Provide marching seniors with sweatshirts/hats/college pennants/banner if applicable and make sure everything they plan on mailing is stamped.
- Provide underclassmen with signs and/or pennants to hold as they cheer the marching students on.

**11:30AM**
Make sure the box or mail truck is where it needs to be if applicable and have someone available to greet VIPs and press as they typically arrive at around 11:45.

**11:45—12:00PM**
Seniors line up inside the building—those in the lead carry the school banner, if applicable. Underclassmen, volunteers and staff line up outside the school building along the March route.

**12:00—12:30PM**
Seniors march to wherever they will be mailing their envelopes and line up to drop their mail one-by-one. All other students, staff, parents and volunteers cheer them on.

**12:30PM**
Speeches in front of post office and/or near wherever the mailing took place (typically the principal, a graduating senior, alum and/or VIPs).

**1:00PM**
All students return to school.

**1:15PM**
Special lunch for seniors, if applicable