

Penn Medicine

**Penn
Emergency Medicine
Graduation Party Process**


Budget

Once you decide on a budget, you can start moving forward with the following:



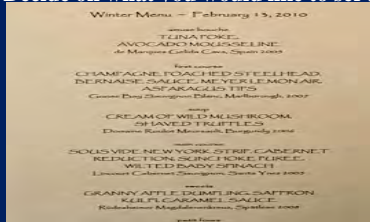
Venue

Our venue is already booked for the next three (3) years. We were able to get this at a great deal because we booked at the same location for the next three (3) years. Be sure to check on logistics podiums, projection screens, speakers, etc. all of which are included in the price.



Choose your Menu

Decide on what you would like to serve



Master of Ceremony

Our Chiefs are the ones that usually MC our graduations.



Gifts

Most programs get the same gifts each year. We give gag gifts to the graduating residents. These gifts are funded by money that we collect from people who attended the previous year graduation. We collect from faculty, nurses etc. (the only people who don't pay is the residents and myself). We usually charge a flat fee of \$50.00 per person. Also, the Program Director's, Coordinator's and Faculty gifts are included in this.



SUGGESTIONS

One suggestion I have is that you should book your venue ASAP!!! Please be mindful that if your organization takes a long time cutting checks, you might risk losing your 1st choice venue.



AWARDS

Faculty of the Year Award, Ultrasound Award, Resident of the Year Award, Resuscitation Award, Rookie of the Year

