

**SY 2020-2021 Drive Thru Promotion Procedure**  
**Time: 10:00a.m. - ??? (Desired Time is 12:00p.m.)**  
**Location: HMS Chalan Piao Campus**

- a) **Main entrance will be at the soccer field gate.**
- Gate will open at 9:45a.m.
  - Cars will follow the route that will be indicated on the field and throughout the campus. Staff members will be present to guide the cars.
  - Only one car will be allowed per student and family.
- b) **Distribution site** of student promotion certificates, awards, gift bags etc... will be under the tent and walkway that leads to the cafeteria. Teachers and staff members will be present to distribute packets, congratulate students, and give guidance of traffic flow if needed.
- c) **After cars pass the distribution site,** each family will have the option of immediately exiting the campus, or proceed to the stage area to take a picture where it will be decorated and designed with two photo booths (one booth for student and family).
- Road will be divided into two lanes. Right lane will be for immediate exiting of campus. Left lane will lead to the stage area.
- d) **EXITING CAMPUS (RIGHT LANE)**
- Cars will take the right lane which will lead towards the main exit gate.
  - Once cars have exited, there will be no left turns at the main highway in order to maintain a smooth flow of traffic and avoid a long line of cars waiting to transit to the main highway.
- e) **PICTURE OPPORTUNITY AT STAGE AREA (LEFT LANE)**
- Cars will take the left lane which will lead to the stage area.
  - Signs will be available to guide cars.
  - Staff will be present as well to guide cars and cheer/congratulate students.
  - Dignitary guest will also be present on stage to congratulate students.
  - With two photo booths, two students/family will be allowed on stage at a time.
  - Students will exit the car in front of the stage when both students/families are done with their picture taking. Staff will inform students when they may exit the car and proceed to the stage. Car drivers and family will remain in the cars and will be guided towards the east side of the stage to park. From there, families may step out of their vehicles and proceed to the stage for picture taking.
  - A staff member will be available on stage to take the student/family picture (family will provide their phones or cameras to staff members).
  - Each student/family will be allowed up to 2 minutes on stage for picture taking and will return to their cars immediately after.
  - Cars will follow the flow of traffic as indicated by our staff members to exit the campus.
  - Once cars have exited, there will be no left turns at the main highway in order to maintain a smooth flow of traffic and avoid a long line of cars waiting to transit to the main highway.



# SY 2020-2021 DRIVE-THRU PROMOTION CEREMONY

