1. Large group, around 800-1000 people
2. Only 240 students, but mainly parents, relatives, and former teachers
3. Large church
4. N/a
5. Colloquial to start, then bold but still positive and joyous
6. Anecdotes in the draft should stay
7. Inspired, motivated, emotionally impacted
8. No
9. May 31 (draft is due for approval by administration)
10. See draft, also I would prefer not to use any quotes—it always sounds cliché. Just FYI, I am required to start with the first two sentences verbatim.