

Graduation Check List

Before Ceremony:

- Need extra scripts
- Tassels start on right and go left
- There needs to be a space in front of the podium
- Make sure the presenters are on the name cards
- Make sure JD/MBA is on the name cards
- 1st Row for singer, SBA speakers (put this on the student's name cards)
- Print 60 Reserved Seating Signs
- Make seating signs for platform party (Dean, Guest, Board of Governors etc.)
- Reserve seats for singers, family presenters, and rabbi
- Reserve seating for VIPs (spouses of stage party)
- Reserve seating for presenters (presenter sit stage right)
- Need 'x' on stage for dean, president, and family presenters
- Chapel bells are off (Fr. Scholla will do)
- Choir loft is open before the Mass
- Purchase Sun Screen
- Elevator music stops at 1:50
- Tell band to start at 2:00
- Disabled bathroom on are the 1st floor in the Malone Building
- Procession:**
- Start fanfare at 1:55
- Coordinate start of music at 2:00 Sharp
- Processional music starts at 2:00
- Start students when mace bearer is halfway down the aisle
- Make sure there is a space between the faculty and students
- Faculty should split left and right when they get on the stage start in first row and fill going back (make sure first row is filled)
- Make sure the deans know where to sit
- Ushers should count students as they enter the rows
- Students: Fill 2 rows at once to speed up the procession
- Ceremony:**
- Have two paper weights on Awards Table (for script and awards)
- Make sure first student walks across the stage correctly

Stage Party: Facing Stage

Clergy Acad. Dean, Dean, President, Guest Speaker Dean SA, Chancellor, Mace Bearer

Coolidge: I was never hurt for what I didn't say.