

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
2		<b>Diploma Covers and Inserts</b>			
3		Order Diploma Covers 500	2/18	3/14	Office of the Registrar
4		Order Diploma Insert 500	2/3	3/14	Office of the Registrar
5		Deliver Diploma Covers to Westchester (East Hall)		5/17	Courier
6		Verify that Signature on Insert are Current	3/7	3/7	Office of the Registrar
7		Contact Herf-Jones to Activate Web Site for Diploma Frames	2/3	2/3	Web Person
8		Graduation Info on Web	8/12	5/18	Web Person
9		Verify that Signatures on the Diplomas are Current	2/18		Office of the Registrar
10		Edit Content	1/20	1/31	Office of the Registrar
11		Order Mailers for Diplomas	2/18	3/14	Office of the Registrar
12					
13		<b>Graduation Application on Web</b>			
14		Email to Graduating Class of on Web Access to Graduation Info	2/3		Office of the Registrar
15		Email to Summer & Fall 2006 Candidates on Web Access to Graduation Information	2/21	2/25	Office of the Registrar
16		Establish Deadline for All Graduation Events and Processes	1/20	1/31	Commencement Committee
17		Put Link to Graduation on LLS Main Web Page (Mostly for Family and Friends Who Don't Have Access to the Intranet)			Web Person
18		<del>Put Graduation Flow Chart on the Web</del>			<del>Office of the Registrar, Web person</del>
19		Create Email list for Graduating Class		1/31	Office of the Registrar
20					
21		<b>Invitations to Graduation</b>			
22		Board of Overseers (Law School)	3/15	4/7	Dean's Office
23		Board of Trustees	3/15	4/7	Dean's Office
24		President of the University	8/1	4/7	Dean
25		Chancellor of the University	3/15	4/7	Dean's Office
26		Law School Faculty	3/15	4/7	Dean's Office
27		<del>Dean's Forum</del>	<del>3/15</del>	4/7	<del>Dean's Office</del>
28		Dean's Cabinet	3/15	4/7	Dean's Office
29		Vice Presidents at Westchester	3/15	4/7	Dean's Office
30		Board of Governors (Alumni Association)	3/15	4/7	Dean's Office
31		Rector of Jesuit Community	3/15	4/7	Dean's Office
32		Presenters	3/18	4/7	Office of the Registrar
33		Mace Bearer and Marshal	3/18	4/7	Dean's Office
34		Herald	3/18	4/7	Dean's Office
35		Deadline for Above to RSVP	4/4	4/4	Dean's Office
36		Follow Up with Faculty that Did Not Respond. Every year faculty show up that did not RSVP and the is a cap and gown issue		4/28	Dean's Office
37					
38		<b>Honor Guard</b>			
39		Need Name and Address of Color Guard		4/15	Office of the Registrar

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
40		Reserve Date		8/4	Office of the Registrar
41		Invitation to Dean's Luncheon		4/15	Dean's Office
42		Thank you Note Send with Photographs		6/22	Office of the Registrar
43		Arrange for Flags	4/4		Events Staff UG School
44		Follow Up Reminder to the Honor Guard Commander	4/4	5/4	Office of the Registrar
45		Order Photograph for Honor Guard		6/22	Marketing and Communications
46					
47		<b>Name Tags for Invited Guests</b>			
48		Proof Name Tags	4/30	5/16	Dean's Office
49		Assign Escort for VIPs	4/30	5/16	Office of the Registrar, Dean's Office
50		Name Tags for VIPs Attending but Not Luncheon	4/30	5/16	Dean's Office
51					
52		<b>Caps and Gowns</b>			
53		Students Notify to Start Ordering	2/18	3/11	Office of the Registrar
54		Deadline to Order	3/11		Fiscal Affairs
55		Pick Up Caps and Gowns from Bookstore	5/9	5/12	Fiscal Affairs
56		Mace Bearer and Marshall	3/15	4/15	Dean's Office, Fiscal Affairs
57		Keynote Speaker, If necessary prepare a 1099 Form	3/15	4/15	Fiscal Affairs, Dean's Office
58		Administration	3/15	4/15	Fiscal Affairs
59		Presenters	2/18	3/11	Fiscal Affairs, Office of the Registrar
60		For Stage Party (Other) Bd. Of Gov. etc.	3/15	4/15	Fiscal Affairs
61		Provide names to Fiscal Affairs with names of faculty that have caps and gowns owned by the Law School	3/15	5/1	Dean's Office, Fiscal Affairs
62		Provide names to Fiscal Affairs of faculty who will be attending graduation who need rented caps and gowns	3/15	5/1	Dean's Office, Fiscal Affairs
63		Contact Herf-Jones to Prepare Web Page	2/1	2/15	Web Person
64		Contact Cleaners for Drop and Delivery	4/15	5/13	Dean's Office
65		Extra Tassels for Procession Organizer (Ushers) for Student and Staff that Loose Them. These should be available at the top of the stairs in the Sunken Garden	3/15	5/20	Fiscal Affairs
66		Deliver Cap and Gowns to Cleaners		5/13	Courier
67		Deliver Cap and Gowns to Undergraduate Campus (Cleaners Delivers)		5/19	Cleaners
68		Order Cap and Gowns, if Necessary for the Day and Evening SBA Presidents		4/15	Fiscal Affairs
69					
70		<b>Student Speakers</b>			
71		Notice to SBA	1/20		Office of Student Affairs
72		Deadline to Submit Speech	3/11		Office of Student Affairs
73		Names of Student Speakers To PR	3/20		Office of Student Affairs
74		Notify Student Speakers of Reserved Seating	5/2	5/2	Office of the Registrar

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
75		Add Instructions on Name Cards for Student Speakers (Reserved Seating)	5/2	5/2	Office of the Registrar
76					
77		<b>Script and Timeline Preparation</b>			
78		Edit Previous Year Script	4/1	4/10	Office of the Registrar
79		Commencement Committee to Review Script	4/10	4/30	Committee
80		Distribute First Draft of Script to Deans	4/15	4/30	Office of the Registrar
81		Send Script to Platform Party that Need It	5/9		Office of the Registrar
82		Send Final Script to President		5/17	Dean's Office
83		Send President His Address from last Year for His Review		4/4/	Dean's Office
84		Large Print Script Needed for President	4/30	5/20	Office of the Registrar
85		Script to AV Contractor on Saturday (Day Before Commencement)		5/20	Office of the Registrar
86		Copy 5 Copies of Script for Graduation	5/1		Office of the Registrar
87		Order Heavy Stock Paper for Script and Seat Cards	4/15	5/1	Office of the Registrar
88		Create Timelines for Commencement Week	4/1	4/15	Office of the Registrar
89		Distribute Timelines to Undergraduate Events Staff and Key LLS Staff		4/15	Office of the Registrar
90		Send Final Script to AV Company		4/15	Office of the Registrar
91		Send Script to Events Staff at Undergraduate Campus		4/15	Office of the Registrar
92		Send Script to Announcer		4/15	Office of the Registrar
93		Send Script to LLS Staff Person Working with Sound and Musicians		4/15	
94		Provide Script for Musicians		4/21	Office of the Registrar
95					
96		<b>Mace</b>			Office of the Registrar, Events Staff UG School
97		Mace Bearer	8/1	3/15	Dean
98		Mace Delivered to Ahmanson Dining Room	5/20	5/20	Events Staff UG School
99		Mace Base Deliver to Stage	5/20	5/20	Events Staff UG School
100					
101		<b>Awards</b>			
102		Byrne Trail Advocacy Competition (Framed Award)	3/1	3/30	Faculty Sponsor
103		Otto Kaus (3 Framed Awards)	3/1	3/15	Office of the Registrar, Law Review Coordinator
104		<del>Contact Ms. Kaus to See if She Can Present</del>	3/15	3/20	Alumni Office
105		Deans' Service Awards (Framed Awards)	2/15	3/15	Office of the Registrar, Dean for Student Affairs
106		J. Rex Dibble Honor (Letter and Check)	3/1	3/1	Office of the Registrar
107		Produce Congratulatory Letter for Recipient (Dibble, National Association of Women Lawyers, Seuthe, International Academy of Trial Lawyers, CourtCall)	3/30	4/30	Marketing and Communications
108		Request Checks for Awards (Dibble, Seuthe, CourtCall)	4/15	4/30	Marketing and Communications, Fiscal Affairs
109		Pick Up Checks for Awards (Dibble, Seuthe, CourtCall)			

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
110		Order Framed Awards	3/30	3/30	Marketing and Communications, Office of the Registrar, Office of Student Affairs
111		Pick Up Framed Awards			
112		American Board of Trial Advocates (Plaque from the American Board)	3/1	3/15	Faculty Sponsor
113		International Academy of Trial Lawyers (Letter; Award from the Academy)	3/15		Faculty Sponsor
114		National Association of Women Lawyers (Letter, Award from the Academy)	3/15		Dean for Student Affairs
115		Alumni Association Award (Framed)	4/1	4/1	Dean for Student Affairs, Alumni Office, Office of the Registrar
116		Get Checks for Alumni Association Award (\$1,000)	4/15	5/10	Alumni Office
117		Excellence in Teaching Award (Name Added to Plaque)		6/1	Office of Student Affairs, SBA
118		Deliver Awards to the Undergraduate Campus (East Hall)	5/16	5/17	Courier
119		CourtCall (Letter and Check)		3/30	Faculty Sponsor and Marketing and Communications
120		Labels for Awards Presented in 8.5"x11" Black Folders	3/30	4/30	Office of the Registrar
121		Confirm CourtCall Will Make a Donation	1/2	4/1	Alumni Office and Faculty Sponsor
122					
123		<b>Commencement Programs</b>			
124		In House Production (Research/List Gathering/Proofing, Typing/ Cross-Checking)	2/15		
125		Candidates Names to PR from OTR	3/1	5/1	Office of the Registrar
126		Awardees Names to PR	3/30	3/30	Office of the Registrar, Dean for Student Affairs, Student Affairs
127		Copy to Designer		4/4	Marketing and Communications
128		Proof 'First Draft' Layout from Designer			Marketing and Communications
129		Corrections to Designer for Revisions		4/28	Marketing and Communications
130		Check Blueline Proofs at Loyola		5/5	Marketing and Communications
131		OTR to Check Blueline to Make Sure All Graduates Are Listed and Names are Correct		5/4	Office of the Registrar
132		Print Program		5/9	Marketing and Communications
133		Programs Delivered to Westchester	5/11	5/12	Courier
134		Professional Proof Readers			Marketing and Communications
135					
136		<b>Music and Sound Equipment</b>			
137		Music Live Reserve Commencement Date	9/1	5/20	Office of the Registrar
138		Submit Purchase Requisition	4/15	4/15	Office of the Registrar
139		Review Music Selection	4/15	4/30	Office of the Registrar
140		National Anthem	4/15	5/1	Office of the Registrar
141		Processional March	4/16	5/2	Office of the Registrar
142		Recessional March	4/17	5/3	Office of the Registrar

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
143		Distribute Check the Conductor	5/13	5/20	Office of the Registrar
144		Music CDs Give to Sound Staff		5/20	Office of the Registrar
145		Reserve Commencement Date AV Staff	6/1	6/1	Office of the Registrar, Events Staff UG School
146		Burn All Commencement Music to a CD	4/1	4/15	Office of the Registrar, ITD
147		Prepare CDs	4/15	4/15	Office of the Registrar
148		Copy of Commencement on DVD to Library and OTR		6/1	ITD
149		Provide CDs to Sound Co. for Background Music After Mass and Before the Start of Commencement		5/20	Office of the Registrar
150		Have Background Music in Ahmanson	4/15	5/20	Events Staff UG School
151		Provide CDs to AV Co. for Background Music After Mass and Before the Start of Commencement			
152		Provide for 5 Music Stands for Musicians		5/20	Events Staff UG School
153					
154		<b>Food and Refreshments</b>			
155		Meet with Caterer Staff Regarding Commencement Menus	3/1		Office of the Registrar, Fiscal Affairs, Dean's Office
156		<del>Breakfast Jesuit Community After Mass</del>	<del>2/4</del>	<del>4/15</del>	<del>Office of the Registrar, Dean's Office, Caterer</del>
157		<del>Volunteer Box Lunch</del>	<del>2/4</del>	<del>4/15</del>	<del>Office of the Registrar, Dean's Office, Caterer</del>
158		Student Robbing Area	2/1	4/15	Fiscal Affairs, Office of the Registrar, Caterer
159		<del>Graduation Mass Reception</del>	<del>2/4</del>	<del>4/15</del>	<del>Office of the Registrar, Chaplin, Dean's Office, Caterer</del>
160		<del>Notify Caterer of Final Number of Box Lunches</del>	<del>3/4</del>	<del>5/4</del>	<del>Dean's Office</del>
161		<del>Box Lunches Delivered to St. Roberts at 1:00 p.m.</del>			<del>Caterer</del>
162		Food Tasting with Caterer	4/19	5/3	Caterer, Office of the Registrar, Marketing and Communications, Dean's Office
163		Proposed Menus for Commencement Day	3/1	4/5	Dean's Office, Office of the Registrar, Marketing and Communications
164		Coffee, Water and Danish for Staff Arriving Early 8:30 a.m.	5/13	5/13	Caterer
165		<del>Box Lunches Delivered for Staff To Ahmanson on Commencement Day</del>			<del>Caterer</del>
166		Dean's Brunch 11:00	3/1	4/1	Office of the Registrar, Dean's Office, Caterer, Fiscal Affairs
167		Reserve Table for Dean's Special Guest	5/20		Dean's Office
168		Inform Caterer of Number of People Attending Dean's Luncheon	5/4	5/17	Dean's Office
169		Dean Needs to Know VIPs Attending Brunch When He Arrives		5/20	Dean's Office
170		Water Stations	3/1	5/13	Office of the Registrar, Caterer, Fiscal Affairs
171		Post Commencement Refreshments	3/1	5/13	Office of the Registrar, Caterer, Fiscal Affairs
172		Tents	3/15	5/13	Events Staff UG School
173		<del>Commencement Reception</del>	<del>3/4</del>	<del>5/13</del>	<del>Office of the Registrar, Caterer, Dean's Office</del>
174		Water for Stage Party and Faculty 8 oz. Bottles	3/1	5/13	Office of the Registrar, Caterer, Fiscal Affairs
175		Refreshment During Commencement Stage Right Water and Diet Cokes	3/1	5/13	Office of the Registrar, Caterer, Fiscal Affairs
176		Order Food Tents			Caterer

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
177		Refreshment Cart for Guests	3/1	5/18	Caterer
178		Lair Open 11-4	3/1	5/18	Caterer
179		Jamba Juice in Sunken Garden Next to Bookstore & St. Roberts	3/1	5/18	Caterer
180		<del>Purchase Beer</del>	<del>3/10</del>	<del>3/10</del>	<del>Office of the Registrar, Dean's Office</del>
181		<del>Order Food for Student Workers After Graduation (Tower Pizza)</del>		<del>5/20</del>	<del>Events Staff UG School</del>
182		Prepare Meal Chits for Student Associates (Lair 11-4)	4/15	4/20	Office of the Registrar
183					
184		<b>Flowers</b>			
185		Stage	5/1	5/20	Dean's Office
186		Move Flowers from Chapel to Stage		5/20	Events Staff UG School
187		Mass	5/1	5/20	Chaplin
188		Dean's Luncheon Bud Vase for Tables Except for Dean's Table that Should Have a Special Arrangement	3/1	5/20	Dean's Office, Caterer
189					
190		<b>Photographers</b>			
191		Informal Publicity (P.R.)	2/1	5/20	Marketing and Communications
192		Notify photographers of Commencement Date	9/1	5/20	Marketing and Communications
193		Payment Requisition Other Roaming Photographer		5/27	Marketing and Communications
194		Formal Photographs (Formal Photographer)	2/1	5/20	Marketing and Communications
195		Photo Opportunities for Graduates and Family	2/1	5/20	Marketing and Communications
196		Banner Inspection		3/15	Marketing and Communications
197		Banner	2/1	5/20	Marketing and Communications
198		Class Photo JD	2/1	5/20	Marketing and Communications
199		Class Photo LLM	2/1	5/20	Marketing and Communications
200		International Flags in Front of Sacred Hearts for Photo Op (24 Flags)	2/1	5/20	Events Staff UG School
201		<del>Cap and Gowns to Photographers on Stage Need 10-2205 Bringing Their Own</del>	<del>3/15</del>	<del>5/20</del>	<del>Fiscal Affairs</del>
202		Contact HM&P Photography for Formal Portraits		3/15	Office of Student Affairs
203		Send Email to Student to Sign-Up for Formal Portraits, Including Price List			Office of the Registrar
204		Formal Portraits Taken On Campus	4/11	4/12	Office of Student Affairs
205		Prepare Sign Up Sheet for Formal Portraits in OTR	4/1	4/1	Office of the Registrar
206		Reserve Room for Formal Portraits		3/15	Office of Student Affairs
207		Provide Photo Areas for Family Stage Left and Right		5/20	Events Staff UG School
208					
209		<b>Parking/Traffic/Emergency Operations</b>			
210		Disability Parking Passes Available on the Web For Students, Faculty and Staff	2/15	2/15	Web Person, Office of the Registrar
211		<del>Reserved</del>			
212		Shuttle for Disabled	3/15	5/20	Events Staff UG School

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
213		<del>Setup Meeting with Mr. Blue on Parking Process and Questions</del>			<del>Events Staff UG School</del>
214		Arrange for Traffic Officer (LAPD) on Lincoln Blvd. Before Commencement (Coordinate with DOT)	3/15	4/1	Campus Planning
215		Request Check for DOT		4/1	Campus Planning
216		Coordinate with LAPD and LAFD Emergency Response	4/15	5/1	Events Staff UG School
217		Arrange for Parking for Video Tech LLS by St. Robert's Hall ITD)	4/1	4/15	Office of the Registrar, Events Staff UG School
218		<del>Arrange for Parking for Freelance Photographer</del>	<del>4/1</del>	<del>4/15</del>	<del>Office of the Registrar, Events Staff UG School</del>
219		<del>Arrange for Parking for the Honor Guard</del>	<del>4/1</del>	<del>4/15</del>	<del>Office of the Registrar, Events Staff UG School</del>
220		Arrange for Parking Co. of America on Commencement Day	4/15	5/20	Events Staff UG School
221					
222		<b>Invocation</b>	3/1	5/20	Chaplin
223		<b>Benediction</b>			Chaplin
224					
225		<b>Mass</b>			
226		Invitation Letter for Students to Participate	2/15	4/29	Chaplin
227		Post Letter of Invitation on the Web	2/15	2/15	Web Person
228		Arrange for Acolytes at Mass	3/1	5/20	Chaplin and the Catholic Law Society
229		Arrange Payment for Master of Ceremonies for Mass (\$50.00 Cash)		5/12	Chaplin
230		Reserve Chapel for Graduation Mass	2/1	5/20	Chaplin and John Flaherty
231		Do Purchase Requisitions to Pay Acolytes (\$25.00 each)		5/12	Chaplin and the Catholic Law Society, Fiscal Affairs
232		Arrange for Westchester Student Ushers and Greeters Through Westchester's Service Organizations (Need 4)	3/1	5/20	Chaplin, Dean's Office
233		Check if Dean Wants to Participate at the Mass ( A Reading)			
234		Arrange for Music Organist	3/1	5/20	Chaplin
235		<del>Requisition for Musicians</del>	<del>3/1</del>	<del>5/20</del>	<del>Fiscal Affairs, Chaplin</del>
236		Calendar Mass on President's Schedule	2/1	2/1	Dean's Office
237		Mass Program Print	5/1	5/10	Chaplin
238		Deadline to Sign Up to Participate in the Graduation Mass	4/29		Dean's Office
239		Ushers Meet with Vlasta at 9:30		5/20	Dean's Office, and the Catholic Law Society
240		Chose Music for Mass (Processional and Recessional)			
241		Name of Those Who Died in the Past Year that Should Be Remembered at the Mass			Commencement Committee
242					
243		<b>Procession</b>			
244		Determine Procession Order	4/28	5/10	Office of the Registrar, Dean's Office
245		Print Procession Order on the Back of Stage Seating		5/10	Office of the Registrar
246					
247		<b>Commencement Speaker</b>			
248		Choose Person to Introduce Commencement Speaker	3/15	3/15	Dean
249		Choose Commencement Speaker	8/1	8/1	Dean

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
250					
251		<b>Herald</b>			
252		Notify Recipient of Pollack Staff Award of Honor	3/15	3/15	Office of the Registrar
253		Review Herald's Role on Commencement Day	3/15	5/20	Marketing and Communications
254		Order Cap and Gown	3/15	3/15	Fiscal Affairs
255					
256		<b>Stage</b>			
257		2 Tables for Diplomas and Awards	5/20		Events Staff UG School, Caterer
258		US, CA, Law School, Loyola Marymount and International Flags	5/20		Events Staff UG School
259		Chairs for Stage Party	5/13		Events Staff UG School
260		2 Podiums with Microphones	5/20		Events Staff UG School
261		Tent	5/20		Events Staff UG School
262		Sand Bags for Flag, Banner and Flowers	5/20		Events Staff UG School
263		Tape on Stage for Diploma Pictures	5/20		Bob Knight Photography
264		Flag and Photo Opportunity Stage Left After Diploma Received	5/20		Bob Knight Photography
265		Seat Name Cards	5/1	5/5	Office of the Registrar
266		Streamer Banner Attached to Front of Tent on Stage	5/20	5/20	Marketing and Communications, Events Staff UG School
267		Weights for Diploma Covers	5/1	5/20	Office of the Registrar
268		Weights or Clips for Tables Top and Side	5/20		Caterer
269		Bottled Water at Each Podium	5/20		Caterer
270		<del>Chairs and Music Stands for Brass Choir</del>	5/20		Events Staff UG School
271		<del>Chairs for Special Guests Stage Left that Need Shade</del>	5/20		Events Staff UG School
272		4 Chairs for LLS and Photographers Stage Right	5/20		Events Staff UG School
273		Chain Aisle at 12:45 and Leave In Place for Ceremony	5/20		Events Staff UG School
274		Fence In Disability Seating Area 12:45 (2 people can sit with disabled person)		5/20	
275		Chain in VIP Seating Area 12:45	5/20		Events Staff UG School
276		VIP Seating Area (40 seats)	5/20		Events Staff UG School
277		Need to Usher 1st Graduate Up to Receive Diploma	5/20		Office of the Registrar
278		Deliver PR Container to the Undergraduate Campus	5/11	5/13	Courier
279		Inform Information Center of Materials, Boxes, Supplies that need to be Delivered to Undergraduate Campus and the Place and Date of Delivery (East Hall) Do Delivery Mid Week.	5/1	5/5	Office of the Registrar, Marketing and Communications
280					
281		<b>Disabilities</b>			
282		Special Needs of Students	3/15	5/20	Student Affairs, Office of the Registrar
283		Stage Ramp	4/1	5/20	Events Staff UG School
284					
285		<b>Seating</b>			
286		Seat Name Cards for Stage Party	5/1		Office of the Registrar
287		Seating for Presenters - Separate from Graduates	5/1		Office of the Registrar, Events Staff UG School

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
288		Seating in VIP Area for Spouses of Presenters (75)	5/1		Office of the Registrar
289		Dean's Spouse Wants to Sit in Last Row of VIP Seating	5/1	5/20	Dean's Office
290		Seat Cards for VIP Seating Area	5/2		Office of the Registrar
291		<del>Seat Card for Faculty Member Introducing Guest Speaker</del>	<del>5/1</del>		<del>Office of the Registrar</del>
292		Seat Cards for Student Speakers	5/1		Office of the Registrar
293		Seat Card for Herald	5/1		Office of the Registrar
294		Number of Chairs for Graduates 500 (25 in a row, 10 rows on each side)			
295		Number of Chairs for Guests 6,000			
296		Print Extra Reserve Seating Cards	4/15		Office of the Registrar
297		Prepare Stage Seating Diagram with Procession Order on the Back		4/15	Office of the Registrar
298					
299		<b>Thank You Notes</b>			
300		Distinguished Guests	5/16	5/30	Dean
301		Student Volunteers	5/16	5/30	Dean's Office
302		Staff Volunteers	5/16	5/30	Office of the Registrar, Dean's Office
303			3/15	4/6	Office of the Registrar, Events Staff UG School
304		<b>Commencement Day</b>			
305		9:00 a.m. Open Gate on Loyola Blvd.	5/20		Events Staff UG School
306		Human Chain Starts 12:45 p.m.	5/20		Dean's Office
307		Marshals for Graduates 12:45	5/20		
308		Names of Awardees Not Attending to Dean Yamamoto	5/20		Office of the Registrar
309		Chapel Loft Open	5/20		Chaplin
310		Chapel Bells Turned Off After Mass	5/20		Chaplin
311		Chapel Bells Turned On After Commencement Ceremony	5/20		Chaplin
312		Need Guard at Gate on Loyola Blvd. at 10:00 a.m.	3/15		Events Staff UG School
313		Sound Check Stage and Canned Music 9:30 a.m.	5/20		AV Contractor
314		Flowers Move from Chapel to Stage	5/20		Events Staff UG School
315		Inform Presenters Where They Will Be Seated & How to Connect with the Graduate Give them Map of Layout	5/20		Dean's Office
316		Inform VIP of Reserved Seating Area and Give Them Map of Layout	5/20		Alumni Office
317		Check to Make Sure There is an Award for Each Person 10:15 a.m.	5/20		Office of the Registrar, Marketing and Communications
318		<b>Staffing</b>			
319		<del>Ad in Westchester Campus News and Service Organizations \$50 for Day Need 20 Workers</del>	2/15	3/15	Dean's Office
320		Martin Provides 8 Student Workers on Commencement Day (No Charge)	4/15	5/20	Events Staff UG School
321		Name Tags for Associates	4/15	5/20	Photographer

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
322		Meeting at LLS for All Graduation Workers, Need Agenda, Directions to Undergraduate Campus, Have Flow Charts for all Volunteers, Have Firm Start Times, Make Sure Staff Needed Are Assigned Before the Meeting, Mileage Reimbursement 10:00 a.m.	5/1	5/17	Office of the Registrar, Dean's Office
323		Order Refreshments for above Meeting	5/16	5/17	Dean's Office
324		Meet with Undergraduate Campus Student Associates at 10:30 to Collect Purchase Requisitions		5/20	Dean's Office
325		LLS Staff Workers Arrive at Various Times		5/20	Dean's Office
326		Need Backup Staff in the Event for No Shows	4/15	4/22	Dean's Office
327		Robbing Area for Students	4/15	5/20	Dean's Office
328		Assign Marshal to VIP Area	4/15	4/15	Dean's Office
329		Student Cap & Gowns Delivered to Westchester Campus		5/20	Fiscal Affairs
330		Staff Person in Room During Commencement	5/20	5/20	Fiscal Affairs
331		Name Card Boxes with Dividers for St. Roberts	4/20	5/1	Office of the Registrar
332		<del>Need Staff Person Stage Right to Make Sure Tassels are Correct</del>	4/15	5/20	<del>Knight Photographer Does This</del>
333		Robbing Area for Faculty	4/15	5/20	Dean's Office
334		For Processional Need Person at Top of Step to Make Students are in Two Lines	4/15	5/20	Assigned Staff
335		Need 2 Greeters and Check In Dean's Brunch	4/15	5/20	Dean's Office
336		<del>Meet with Staff on Commencement Day</del>	5/20		<del>Dean's Office</del>
337		Aisle Marshals LLS Staff Only Need 6	3/15	5/20	Dean's Office
338		Notify IT Staff to Video Tape Commencement Ceremonies		5/20	ITD
339		<del>Stream Commencement on Web (est. cost \$1,5000)</del>	3/1	5/20	<del>ITD</del>
340		Send Thank You Note to Staff and ask for Suggestions to Improve Future Commencements. Fwd Suggestions in an Email	5/22	5/26	Committee
341					
342		<b>Name Cards</b>	3/15	5/1	
343		Order Name Cards	2/1	3/1	Office of the Registrar
344		Affix Phonetic Spelling on Name Cards	4/1	4/15	Office of the Registrar
345		Affix Address Labels on Name Cards	4/1	4/15	Office of the Registrar
346		Provide Phonetic Spelling List to Deans	3/15		Office of the Registrar
347		Add Presenters to Name Cards	4/1	5/1	Office of the Registrar
348		Add JD/MBA to Name Cards	4/1	5/1	Office of the Registrar
349		Add LLM to Name Cards & Location of LLM Photo	4/1	5/1	Office of the Registrar
350		Add Note to Student Speakers as to Where They Will Sit	4/1	5/1	Office of the Registrar
351		Need Extra Name Cards for Students Who Loose Their Cards or Decide to Attend the Ceremony	5/1	5/20	Office of the Registrar
352		OTR Check Applications Against Class Code in SSS	2/28	3/15	Office of the Registrar
353					
354					
355		<b>Supplies</b>			

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
356		Rope for VIP Seating Area or Yellow Caution Tape	4/15		Office of the Registrar
357		Scissors	4/15		Office of the Registrar
358		Scotch Tape	4/15		Office of the Registrar
359		2" Clear Packing Tape for Reserve Seating Cards	4/15		Office of the Registrar
360		2 Black Sharpies	4/15		Office of the Registrar
361		First Aid Kit (Check for Expired Items)	4/15		Office of the Registrar
362		1/2 dozen pens	4/15		Office of the Registrar
363		Bobby Pins in St. Robert's and Ahmanson			Assigned Staff
364		Hair Spray Ahmanson			Assigned Staff
365		Sun Screen Ahmanson			Assigned Staff
366		Rubber Bands on Stage for Name Cards			Assigned Staff
367		Duct Tape for Wiring on Stage			Office of the Registrar
368		<del>Tums Ahmanson</del>		5/1	Assigned Staff
369		<del>Gum Ahmanson</del>		5/4	Assigned Staff
370		<del>Hand Lotion Ahmanson</del>		5/4	Assigned Staff
371		<del>Combs for Ahmanson</del>			
372					
373		<b>Commencement Participants</b>			
374		Number of JD Candidates Attending 392	3/15		Office of the Registrar
375		Number of LLM Candidates Attending 8	3/15		Office of the Registrar
376		Number of Presenters 6	3/10		Office of the Registrar
377		Number of JD/MBA Candidates Attending 4	3/15		Office of the Registrar
378		Total Number of JD, JD/MBA, LLMs 404	3/15		Office of the Registrar
379		School Colors Blue and Red Crimson			
380					
381		<b>Student Announcements</b>			
382		<del>List of Candidates to Graphics for Announcements</del>			Office of the Registrar
383		<del>Deadline to Order Additional Announcements</del>			Fiscal Affairs
384		<del>Pick Up Announcements</del>			Fiscal Affairs
385		<del>Deadline to Order Additional Announcements</del>			
386					
387		<b>Equipment and Facilities</b>			
388		Porta Potties	3/15	5/20	Events Staff UG School
389		Need 4 Racks St. Roberts	3/15	5/20	Events Staff UG School, Staging Contractor
390		Need 3 Mirrors St. Roberts		5/20	Events Staff UG School
391		Need 12 Tables for Robbing St. Roberts		5/20	Events Staff UG School
392		Need 8 Chairs for Workers in St. Roberts		5/20	Events Staff UG School
393		Need 4 Tables for Name Cards St. Roberts		5/20	Events Staff UG School
394		Need 8 Racks Faculty Area		5/20	Events Staff UG School, Staging Contractor
395		Need 3 Easels for Posters in Ahmanson (No Charge)		5/20	Events Staff UG School

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
396		Need 1 Easel in St. Roberts For Days Events and Times (No Charge)		5/20	Events Staff UG School
397		Need 2 Tables at Brunch for Name Tags		5/20	Events Staff UG School
398		Needs 3 Mirrors Faculty Area		5/20	Events Staff UG School
399		Make sure air conditioning is on in Ahmanson. Usually turned off on the weekends	4/1	5/20	Events Staff UG School
400		Reserve Gerston Pavilion as Backup for Commencement Previous Year (Hold 5,000 people)	6/1		Events Staff UG School
401		50 Chairs for Class Photograph Lawn in Front of Hilton		5/20	Events Staff UG School
402		<del>Ladder for Class Photograph (Liability)</del>		<del>5/20</del>	<del>Events Staff UG School</del>
403					
404		<b>Book Store</b>	3/15	5/20	Bookstore, Events Staff UG School
405		Tables for the Bookstore (11)	3/15	5/20	Events Staff UG School
406		<del>Banner for Bookstore</del>	<del>3/15</del>	<del>5/20</del>	<del>Book Store</del>
407		Chairs (4)	3/15	5/20	Events Staff UG School
408					
409		<b>Fees</b>			
410		Post Graduation Fees	1/6	1/6	Student Accounts
411		Provide Student Accounts with List of Students Not Participating in Graduation	3/15		Office of the Registrar
412		Reverse Partial Graduation Fees for Non Precipitants	4/1		Student Accounts
413		Graduation List to Student Accounts	3/15		Office of the Registrar
414					
415		<b>Post in SWS List of Candidates for Graduation with Term</b>	<b>3/27</b>		
416		Notify Students to Review List	3/1	4/15	Office of the Registrar
417		Presenters	3/15		Office of the Registrar
418		Deadline to Notify OTR of Presenters and Relationships	3/11		Office of the Registrar
419		Send Email Reminder to Students to Pick Up Caps and Gowns		5/15	Office of the Registrar
420					
421		<b>Print Information Cards with Ceremony Events for Students</b>	2/15		Office of the Registrar, Office of the Registrar
422					
423		<b>Recap Meeting</b>		5/23	Office of the Registrar, Dean, Marketing and Communications, Chaplin, Fiscal Affairs, Dean for Student Affairs, Academic Deans
424		<b>Equipment Needs</b>			
425		Stations for Graduates to Follow When Walking on Stage		5/20	Photographers
426		<del>PA System in Area for Class Photo</del>	<del>4/14</del>	<del>5/20</del>	<del>Events Staff UG School</del>
427					
428		<b>Commencement Walk Through</b>		5/20	Dean's Office, Office of the Registrar, Events Staff UG School
429					

## Graduation Tasks

	A	B	C	D	E
1	Status	Task	Start Date	End Date	Person Responsible
430		<b>Signage</b>			
431		Poster Board Sign of Stage Seating Area to Include Where Presenters Sit and Guests of Presenters	4/15	5/13	Dean's Office
432		Food Service	3/15		Caterer
433		<del>Signs Line 1 and Two</del>			
434		Poster for St. Roberts 'Pick Up Name Cards in St. Roberts (2 each)	3/15		Events Staff UG School
435		Poster for Processional Order	4/30	5/13	Dean's Office
436		Signs For Rack in Ahmanson (A-Z, Presenters, Stage Party)	3/15	5/13	Dean's Office
437		Signs for Photo Opportunities	3/15	5/13	Marketing and Communications
438					
439		<b>Other</b>			
440		W9Form If Needed for Speaker	5/1		Dean's Office
441		Prepare Honorarium Check for Speaker		5/10	Dean's Office