

Commencement Work Group

May 8, 2017

3:30 to 4:30 p.m.

Agenda

- |  |                   |
|--|-------------------|
| I. Graduate registrations                                  | Janee             |
| II. Graduate Orientation                                   | Cheryl/Sonny      |
| III. Volunteer Assignments                                 | Cheryl and Sandra |
| a. Volunteer List  |                   |
| i. Orientation – Thursday 10:00 am/Friday 3:00 pm          |                   |
| b. Review of Stage Diagram                                 |                   |
| c. Stage party Seating                                     |                   |
| d. Congratulator Line                                      |                   |
| e. Resource Table Locations                                |                   |
| IV. Conferral  | Cheryl            |
| a. Timing:   |                   |
| i. Name reading  |                   |
| ii. Spot on Stage where name can be read                   |                   |
| V. AV Update   | Glenn             |
| VI. Parking  | Joseph            |
| VII. Special Guest Reception                               | Cheryl            |
| a. Overview  |                   |
| b. CIO Needs   |                   |
| VIII. Procession from K1 Building                          | Cheryl            |
| a. Timing  |                   |
| b. Route   |                   |
| IX. After the ceremony get together @<br>Ale Smith Brewing | Lisa & Ken        |