

Commencement Sub-Committee

September 9, 2014

3:30 to 5:00 p.m.

Agenda

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| I. | Commencement Date: Friday, May 15 th at 1:00 | Adela Jacobson |
| II. | Meeting dates | Adela Jacobson |
| III. | Commencement Distinguished Alumni/Speaker | Sandi Trevisan |
| IV. | Debrief (See Section IX below) | Lou Ascione |
| V. | Honor Guard | George Beitey |
| VI. | Location /Logistics: Same as 2014 | Adela Jacobson |
| VII. | Music | Ken Reinstein |
| VIII. | Publicity | Sandi Trevisan |
| IX. | Staging Locations | Adela |
| | A. VIP Reception | K Building Student Lounge |
| | B. Regalia | K Building Student Lounge |
| | C. Graduate Registration | Check-in Outside of Multipurpose Room |
| | D. Student Line up | Multipurpose Room (500 Standing room, 240 seating)
& Side of K Bldg. near Science |
| | E. Processional | From K Building Foyer |
| | F. Conferral of Degrees | Same as Last year |
| | G. Recessional | Same as Last year |
| | H. Student Reception | Cafeteria |
| | I. Parking | |
| | 1. VIP/Board of Trustees—Lot 2 Area nearest the entrance to the campus | |
| | 2. Student and Guest Parking Lot 1 and back of lot 2 as overflow | |
| | J. Vendors | |
| | 1. Bookstore | |
| | 2. Florist | |
| X. | Commencement Web Page | Adela |
| | A. Loaded and working by end of October (2 months earlier than 2014) | |