

JUNE 10, 2016 HCBE COMMENCEMENT LOGISTICS PLAN

EVENT INFORMATION

MORNING CEREMONY – MBA & MIBA COMMENCEMENT

- Staff Arrival: by 8:30 a.m.
- Student Arrival: by 9:00 a.m.
- Ceremony start time: 10:00 a.m.
- Ceremony end time: Noon (estimated)

AFTERNOON CEREMONY – DBA, MACC, MPA, MSHRM, MSLED, MSRED & MTAX

- Staff Arrival: by 2:00 p.m.
- Student Arrival: by 3:00 p.m.
- Ceremony start time: 4:00 p.m.
- Ceremony end time: 6:00 p.m. (estimated)

STAFF VOLUNTEERS

CHECK IN AND DRESS CODE

- **Check-in to the Club Room (located outside the 2nd floor entrance to the Arena)**
- **Please arrive in the club room by 8:30 a.m. and 2:00 p.m.** Sign in, obtain your name badge and wait for instructions on your staging area assignments.
- **Dress Code:** White dress shirts and black pants or skirt. Comfortable dress shoes. Men must wear a tie.
- Staff are advised not to bring valuables and large handbags, as there will be no secure to place to store them.
- Staff need to remain through the first 30 minutes of the ceremony (10:30 a.m. and 4:30 p.m.) to ensure complete seating of the processional and any late arrivals.

ASSIGNMENTS

Staff	ASSIGNMENTS
Sarah Vielot- Pierre*	HCBE Coordinator
Frances Parker*	Line Up Coordinator
Georgette Peart*	Top of Rex Plex Stairs
Dwayne Stewart*	Press Room & Arena: Entry Processional
Kevin McCarthy	Upstairs: Name Cards & Ushering Lines
Andrea Miller	Upstairs: Name Cards & Ushering Lines
Linda Wylde	Upstairs: Name Cards & Ushering Lines
Gay Steele	Upstairs: Assisting with Regalia & Ushering Lines
Ruslana Tsigelman	Upstairs: Assisting with Regalia & Ushering Lines
Denia Lee Hing	Upstairs: Assisting with Regalia & Arena Door: Bottom of Stairs
Julie Vinci	Upstairs: Assisting with Regalia & Arena: Back Hallway

Kristen Williford	Upstairs: Assisting with Regalia & Arena: Back Hallway
Mary Toledo	Upstairs: Assisting with Regalia & Ushering Lines
Claudette Chin-Loy	Upstairs: Assisting with Regalia & Ushering Lines
Aimee Fernandez	Upstairs: Assisting with Regalia & Ushering Lines
Deb Brown	Upstairs: Assisting with Regalia & Ushering Lines
Carla Withrow	Black Box (faculty)

***Headset**

REGALIA

- The bookstore will be on hand if faculty or students should need replacements of regalia and accessories.
 - Regalia must be returned within 7 days of the ceremony
 - Doctoral students may return regalia to bookstore staff in the UC Lobby
 - Faculty may return regalia to bookstore staff in the Black Box Theatre
 - Master’s students do not return regalia
- Tassels will be worn on the left side
- Master’s Hoods
- Doctoral Hoods should be hung over the student’s arm (afternoon ceremony).

PROCESSIONAL – STUDENTS

- **STUDENTS arrive at the arena at 9a.m./3p.m.** Line-up is in the Recplex Basketball Courts (by college)
 - Students in the AM ceremony
 - MBA and MIBA students will line up by program
 - Students in the PM ceremony
 - Doctoral students will be in one line
 - Master’s students will line up together, they will not be divided by program
- We have 600+ students attending the morning ceremony; 300+ attending the afternoon ceremony.
- The processional will take them down the stairs to the RecPlex reception desk, through the 2-line barriers into the hall way leading to the arena. The lines will then split’ one going down the long corridor to the north arena entrance. Students will be led into the arena and seated via the outside isles by the registrar’s office (see diagram).
- Disability services will be at the south entrance to the arena to assist with any students needing accommodations (please notify Sarah or Fran if assistance is needed).

FACULTY

FACULTY GREEN ROOM (UNIVERSITY CENTER’S BALCK BOX THEATRE) – STAFF: CARLA

- The Black Box Theatre is accessible from the NORTH entrance of the Don Taft University Center (make an immediate left upon entering the building and follow to the end of the hall).
- **Faculty arrive in the Black Box Theatre by 9:15 a.m./3:15 p.m.** This is where they will be preparing and lining up for the ceremony.

- Faculty were advised to not bring valuable and large handbags, as they will be no secure place to store them. Suit jackets can be left in the theatre during the ceremony.
- Faculty Marshals will be directed to the RexPlex Basketball Court (see Faculty Participants).

FACULTY PROCESSIONAL

- **Faculty** will be escorted out of the theatre, through the UC to the arena corridor, and then led into the arena (after students enter and prior to the VIP stage party entering).
- 4 faculty participating in the ceremony on stage will be given instructions as to when/where they will be led up the stage steps and seated (Please see the attached stage plan for the morning ceremony)
- The other faculty participants will be escorted to the front rows on the arena floor.

FACULTY PARTICIPANTS

AM ceremony:

- MIBA
 - 2 greeters for the stage Frank Cavico Herb Brotspies
 - 2 faculty marshals Bahaudin Mujtaba Albert Williams
- MBA
 - 2 greeters for the stage John Riggs Kim Deranek
 - 2 faculty marshals Kathleen O’Leary Arvind Gudi

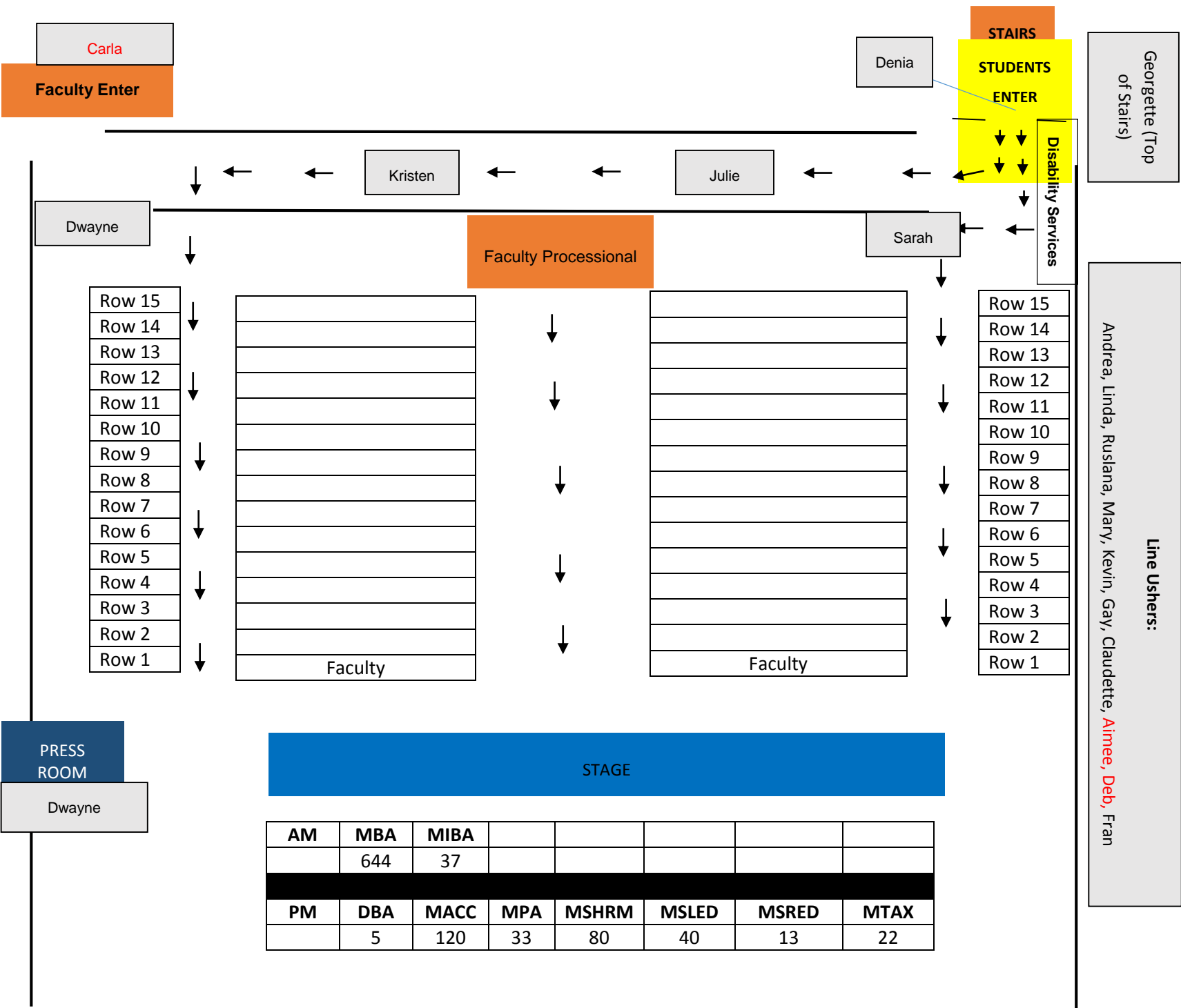
PM ceremony

- Doctoral
 - 2 hooders for your 3 graduates Leslie Tworoger Regina Greenwood
 - 1 faculty marshal Yuliya Yurova
- Master
 - 2 greeters for the stage Fred Forgey Ryan Miller
 - 2 faculty marshals Anne Fiedler Vik Desai

RECESSIONAL - ALL

- At the end of the ceremony students will be led out of the BACK of the arena to the side entrance, and brought to the Sherman Library Quad.
- Faculty will be led out the back of the arena to the Black Box Theatre.

**Student Line-Up:
Rec Plex Bball
Courts**



AM	MBA	MIBA					
	644	37					
PM	DBA	MACC	MPA	MSHRM	MSLED	MSRED	MTAX
	5	120	33	80	40	13	22