COMMENCEMENT 2012
TIMELINE

March
Post Commencement info. on website - Rick
Confirm photographer - Christina
Inventory banners (Rick) and order new ones if needed (Susan T.)
Select music – President and Glenn
Convocation technical needs confirmed (Deans) and bid out – Deward
Order diploma covers – Deb
Distinguished citizens confirmed – President and Christina
Distinguished citizens’ letters sent - Marilyn
Platform guests and emeriti contacted - Marilyn
Mar. 28th - Deadline for faculty gown orders – Sheila C.
Mar. 28th - Deadline for student gown orders - Rick
Mar. 28th – President’s letter to graduates sent – Marilyn & Rick

April
Commencement program flow finalized – President and Christina
April 2nd - Grad names finalized (Shari) and sent to Steve
Commencement announcements arrive in bookstore - Deb
April 18th - Program to printer – Steve
Media releases drafted and sent - Steve
Convocation physical set-up confirmed – Christina and Deward
Commencement physical set-up confirmed – Christina and Deward
Burns Arena clean-up and preparation – Bob
Confirm ushers – Deb
Order flowers – Deb
Confirm valedictorian student speaker and confirm honors – Sheila B.
Order retiree and honoree plaques - Marilyn
April 30th - Tech load-in at Burns – Deward and crew
April 30th – Set Old Gym and Cox – Deward and crew

May
May 1st, 2nd, 3rd – Grad Fair - Kalynn
May 3rd – Rehearsal in Burns at 2PM – Christina and all

Event Day – May 4th
8:45AM - Robing for Platform at South Admin. (Martin refreshments)
9:00AM - Grad Line-up on Eccles lawn
9:00AM - Faculty/Staff Line-up at Tennis Courts
9:00AM - Doors open at Burns Arena
9:20AM - Processional begins with Fanfare
9:30AM - Graduates enter Burns Arena
10:00AM - National Anthem plays
11:00AM - Recessional
11:30AM - Platform disrobes
11:30 – 2:30 LUNCH
11:45AM – Associates Convocation in Burns (or when Burns venue is cleared)
12:00 noon - Science & Technology Convocation in Cox
                Education Convocation in Student Activities Center (Old Gym)

2:00PM – Business & Communication Convocation in Burns
            Nursing & Allied Health Convocation in Cox
            Arts & Letters Convocation in Student Activities Center (Old Gym)