

NCTC-EGF Graduation Ceremony – May 18, 2007 at 11:00 am Chester Fritz

Committee Meeting: May 3, 07 Room 306B 12:30 pm

Members: Karla Anderson, Margarita Bracamonte, Mary Jo, Renee Kringlen, Jo Ann Schill, Lindsey Wangberg, Robert Hunter,

Others: Adam Kendall

Topic	Responsible Party	Discussion/Outcomes
1. Graduation Program	Lindsey	<p>Lindsey reviewed an outline for the graduation program. Minor additions were made and the program draft will be submitted to Fine Prints today, May 3. A program draft will be reviewed at the next meeting (May 18th).</p> <p>There will be no one from the Chancellor's office of Board of Trustees at the graduation ceremony.</p> <p>The design for the 2007 graduation program is very similar to the 2006 graduation program.</p>
2. Procession & Recession Seating Arrangement	Mary Jo Karla	<p><u>Procession:</u> Karla will guide faculty and students to their respective seating areas during the procession. Adam Kendall (Benediction speaker and Liberal Arts graduate) will seat on stage, to the side, as it will be easier for him to walk and receive his diploma and to give the benediction speech. Faculty and graduates will line up downstairs of Chester Fritz: all have been asked to arrive to Chester Fritz at 10:30 am</p> <p><u>Recession:</u> The mace carrier will lead the recession line to outside Chester Fritz (to the reception area). Chester Fritz will be asked to rope off the way out from the door to the stairways. By doing this it will be easier to follow the lead to outside Chester Fritz. Ben Hunter (usher) will stand at the mezzanine to open the rope to the nursing students when they arrive to the mezzanine and to also close the rope when the last nursing student passes by. Renee Kringlen will also guide the nursing students to go out of the recession line and then to go</p>

		<p>downstairs. Renee will talk to the nursing faculty about these details.</p> <p>Two faculty members will be needed: one to guide students upstairs the stage and one to greet and guide students down the stage. Jo Ann will guide graduates to take their graduation picture. Ben Hunter & Paulo Perez (both ushers) will stand close to the graduation picture area to point students back to their seats. Robert Hunter (usher) will help Adam Kendall (benediction speaker) to his seat.</p>
3. Extension Poles for division flags	Mary Jo	Bob has ordered one extension pole to check if it fits the sides of the poles NCTC-EGF campus has. If it is the correct size, more poles will be ordered (next day delivery).
4. Faculty arrival time @ Chester Fritz		10:15 am, to meet downstairs of Chester Fritz. Margarita will send an e-mail to faculty about the arrival time to Chester Fritz.
5. Other		<p>1. Usher Tags: Jo Ann has about 10-12 usher tags.</p> <p>2. Ushers will wear gowns during the ceremony: TRF has been asked to see if we can use their navy blue gowns. However, they may charge EGF campus a renting fee for those gowns. If this is the case, EGF campus will buy red gowns. Student Life budget will be used to buy the student ushers' gowns.</p> <p>3. Jo Ann will meet ushers downstairs at Chester Fritz: they will get their gowns and tags from her. Ushers will then be guided to meet Betty (from Chester Fritz) to guide directions on what they will do and where they will be needed.</p> <p>4. PTK will have a table to have graduates pick up the green ribbon and graduation pledge. Michelle Thomas (PTK advisor) will be informed to arrange a table at Chester Fritz. This table will be located downstairs.</p>
6. Next Meeting		<p>May 8th (Tuesday), 12:30 pm in room 306B</p> <p>Ushers will be invited to the last graduation ceremony committee meeting (May 15th).</p>