

2010 GRADUATION INFORMATION FOR

BACCALAUREATE INFORMATION

Sunday, June 6 3 p.m., DA Theatre

Rehearsal is mandatory for grads who choose to participate: **Friday, June 4, 1-2 p.m., DA Theatre**

- **Ticket required for each guest, including children and infants.**
- Arrival time for grads: 2:30 p.m.
- Doors open for guests: 2:45 p.m.
- School dress code enforced at rehearsals.

COMMENCEMENT INFORMATION FOR GRADUATES

Wednesday, June 9, 7 p.m., Moran Theatre

(T-U Center for the Performing Arts, Water Street)

Both Rehearsals are Mandatory:

- **Friday, June 4, 1-2 p.m. DA theatre**
- **Wednesday, June 9, 9 a.m.–11 a.m. Moran Theatre** (board buses in loading zone at 8:15 a.m.)
- All grads must ride bus to and from the Moran.
- School dress code enforced at rehearsals.

Commencement Attire

- Boys: Dark dress slacks, white collared dress shirt, dark tie, dark dress shoes, socks
- Girls: Dress (collarless dress works best), dark dress shoes, collar pinned to gown with safety pins
- **NO BACKLESS SHOES!**
- Caps should be secured with hair pins if necessary and worn so that top is flat, not tilted. Tassel on the right.
- NHS members: gold cord, tassel, shawl (shawls must be returned; tassel and cord may be kept.)
- Volunteer recipients: silver cord (recipients may keep silver cords)

Arrival

- Arrive at **6 p.m.** at **Terry Lobby** only. Do not enter Main Lobby.

Arrival Procedure For Graduates

- Take pictures *before* leaving home! Guests are not permitted in robing area (Terry Lobby).
- Be on time! Plan ahead for parking and walking time. Please encourage your guests to be prompt.
- Report directly to the Terry Lobby on Hogan Street by 6:15. Do not enter the Main Lobby.
- Check in at homeroom table. Pick up medallion and name card for reader.
- Graduates may carry nothing, including cell phones, cameras, purses etc. (except name card for reader). Items brought to the robing area must be left there during the ceremony. The area will be secure.
- Following the recessional graduates return directly to the robing area to turn in gowns and pick up diplomas at homeroom tables.
- **NHS members will return shawls to Ms. Cherry and pick up diplomas from her.**
- Graduates must exit the building from Terry Lobby/robing area and meet guests outside the building.

Will Call

- Tickets may be left at the Will Call table, open 6-7:15 p.m. and located just inside the Main Lobby entrance.
- Special *Will Call* envelopes will be available to seniors (see Ms. Kessel) for tickets needing to be left for guests.
- Use a separate envelope for each guest or group.
- Clearly mark each envelope with the graduate's name and the name of the guest picking up the tickets.

Make sure your guests know the following Theatre Policies:

**NO BALLOONS ❖ NO UMBRELLAS ❖ NO FOOD OR DRINK ❖ NO NOISE MAKERS ❖ NO SEAT SAVING
NO BAGS LARGER THAN 8.5" X 11" ❖ NO CAMERA BAGS ❖ NO CELL PHONES OR PAGERS
APPROPRIATE TICKET AND ATTIRE REQUIRED FOR ADMISSION!
VIDEOTAPING ALLOWED IN DESIGNATED BALCONY AREA ONLY
MAINTAIN POLITE SILENCE DURING DIPLOMA PRESENTATION**

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COMMENCEMENT INFORMATION FOR *GUESTS*

Wednesday, June 9, 7 p.m., Moran Theatre

(T-U Center for the Performing Arts, Water Street)

The ceremony will last approximately 1 ½ hours.

After the ceremony plan to meet your graduate outside the building.

Ceremony Protocol

- In consideration of all graduates and their guests, please plan to remain seated for the entire ceremony.
- The announcement of graduates' names is to be observed by complete silence.
- No electronic devices (cell phones, two-way radios or pagers) should be in use during the ceremony—even in silent mode. In addition to appropriate protocol, it causes interference with sound equipment. Your cooperation is requested and appreciated.

Guest Tickets

- Tickets are required for all guests, including children and infants.

Tickets should be used for family and CLOSE friends of the graduate. Small children are frequently unable to sit quietly through the long ceremony. Please help us by NOT bringing young children who are not able to understand and quietly enjoy the ceremony. However, if you do bring a child, he/she must have a ticket and we ask that the child sit near an exit for quick, easy access to an exit should it become necessary to remove the child from the theatre.

- Lost tickets cannot be replaced.
- Graduation announcements are not tickets and cannot be used for admission.
- Prior to the ceremony, any extra tickets can be turned in to Mrs. Kessel in the Main Lobby.

Parking

- Parking map indicates lots open. (CSX no longer offers free parking after 5 p.m.)

Arrival

- Take pictures *before* leaving home! Guests are not permitted in robing area (Terry Lobby).
- To avoid traffic congestion, plan to arrive by 6:30 p.m.
- See the parking map for available lots and approximate walking time from each parking lot.

Guests

- Doors to main lobby will open at 6 p.m. Doors to the theatre will open for guests at 6:30 p.m.
- Please plan to be seated prior to 6:50. Lower-level seating will close at 6:50.

Guest Seating

- Seating is general admission (with exception of reserved seating for faculty).
- Be certain all guests in your party have their tickets before being seated.
- Moran Theatre policy does not allow seat saving.
- Guests will not be seated in lower level after 6:50 p.m.
- Guests leaving the lower level during the ceremony will be asked to return to the upper level.

Accommodations for persons with Mobility Impairments

- Guests using wheelchairs and those unable to use stairs will use the Main Lobby entrance and proceed down the Water Street hall to the mid-theatre entrance. Faculty assistance will be available to direct guests.

Will Call

- Tickets may be left at the Will Call table, open 6:-7:15 p.m. and located just inside the Main Lobby entrance.
- Please do not enter the theatre with someone's tickets.
- Use a separate envelope for each guest or group and clearly mark envelope with the graduate's name and the name of the guest picking up the tickets.

Photographs and Videos

- Grad Images will photograph each graduate as the diploma is received. Proofs of the "handshake" photo will be emailed/mailed to the graduate within a few days following the ceremony. Purchase of photos is optional. Email address should be provided on the official Grad Images graduate card.
- While cameras and video recorders are permitted, there is no area on the floor or near the stage for personal photography. All photos must be taken from guest seating. Theatre policy requires that aisles remain clear at all times.
- A professional videographer will tape the ceremony. Copies are available for purchase using the video order form.

For your convenience, the DA faculty, police officers, security personnel, and ushers will be available to assist guests and to enforce regulations and policies.

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