

EPS SENIOR GRADUATION

TIME	EVENT – GRADUATION (JUNE 13)	WHO
	Hilton Hotel – Venue Rental 9:00 am – 5:00 pm	
10:00 – 11:00	M&M Balloons – Deliver balloon bundles to Hilton Hotel	M&M Balloons
10:00	Facilities delivers “Packing List” items to Hilton Hotel	Facilities Team
10:00 – 11:00	Brunch for faculty & staff served at EPS	Dining Services
11:10	Bus to Hilton Bellevue loads at EPS Vehicle: Big bus Capacity: 56 seats Driver: TBD	Facilities Team
11:15	Bus to Hilton Bellevue leaves EPS Bus can be parked at Hilton Hotel	Facilities Team
11:15	Staff Help Team arrive at venue	Staff Help Team
11:30	Bus of Faculty/Staff arrives Trustees and Seniors arrive	Faculty, Staff, Trustees, Seniors
11:30	Photographer arrives at venue	Barbie Hull
11:40	Shuttle to Hilton Bellevue loads at EPS (Dining Services & Facilities) Vehicle: Shuttle Capacity: 14 seats Driver: Anis Rahman?	Facilities Team
11:50	Shuttle to Hilton Bellevue leaves EPS Shuttle can be parked at Hilton Hotel	Facilities Team
12:00-1:00	Photos of trustees, staff, faculty, seniors <ul style="list-style-type: none"> • 12:05 – Trustee Photo • 12:10 – Faculty Photo • 12:20 – Faculty and Staff Photo • 12:30 – Senior Photo 	Faculty, Staff, Trustees, Seniors

12:45	Main venue cleared, trustees, employees, and seniors move to holding rooms. Doors open for families who need ADA support.	Staff Help Team
1:00	Doors open for family and guests of seniors	Staff Help Team
1:30 – 3:00	Graduation Ceremony *Student recess with Faculty tunnel*	Staff Help Team
3:00 – 4:00	Graduation Reception Robe Collection Facilities Team load cargo – Flags, robe boxes, vases, and all packing list items	Staff Help Team
4:00	Bus leaves Hilton Bellevue for Forum Social House (Post-Graduation Celebration). Drop riders at venue and return bus to campus. Vehicle: Big bus Capacity: 56 seats Driver: TBD DO NOT LEAVE VENUE BEFORE 4:00 PM	Facilities Team
4:20	Once back at campus, place cargo items in TALI 108 for sorting and storage.	Facilities Team
4:00 – 8:00	Faculty & Staff Post-Graduation Celebration @ Forum Social House	
8:00	Use LYFT code to return to EPS or home. • Code is active from 4:30-9:00 pm	

Program

Processional:

- 1) Trustees
- 2) Faculty
- 3) Seniors

Recessional:

- 1) Seniors
- 2) Faculty
- 3) Trustees

EPS Numbers

- 81 seniors
- 648 guests
- 127 faculty & staff
- 19 trustees
- 648 guests MAX