

EVENT WEEK TIMELINE & CHECKLIST

<u>DATE</u>	<u>TASK</u>	<u>WHO</u>	<u>DONE?</u>
	Graduation Staff Meeting – May ____	KM	
Weds, June 4 th	Deliver vases to QFC & <u>PAY</u> for flower arrangements. Drop between 10:00 am – 12:00 pm	KM	
Thurs, June 5 th	<u>Email: Final Details for Graduation Week</u>	KM	
	Finish Senior Slideshow		
Mon, June 9 th	<u>Email: Scott & Jeff - Grand Rentals and balloons coming this week</u>	KM	
	<u>Email: See You at Senior Reception!</u>	KM	
	Grand delivery – 9:00 am-12:00 pm	KM	
	Print Senior Reception Programs	KM	
Tues, June 10 th	Pick up flowers from QFC – 10:00 am – 12:00 pm	Facilities	
	Senior Reception balloons delivered – 9:00 am-1:00 pm	KM	
	Set up and cover table of senior gifts	KM	
	Senior Reception - 6:00 – 8:00 pm	KM	
Weds, June 11 th	Grand pickup – 9:00 am – 12:00 pm	Facilities	
Thurs, June 12 th	Print Grad programs	KM	
	Continuation – 10:00 – 11:00 am	RP	
	<u>Email: Final Reminders for Graduation</u>	KM	
	<u>Reminder to Facilities and Dining Services – Ride shuttle, not bus</u>	KM	
	<u>Reminder to Faculty – Wear black & ride the bus</u>	KM	

	Senior Lunch @ LPC - 12:30-1:15	KM & VB	
	Grad Rehearsal @ TMAC - 1:15-2:00	KM & VB	
	Distribute any leftover gifts and keepsake boxes	KM & VB	
	Tell Seniors they need to return their gowns tomorrow after the ceremony/reception	KM	
Fri, June 13th	Arrive on campus at 8:00am	KM & VB	
	Final printing & prep	KM & VB	
	Arrive at Hilton @ 9:00 am (Rental 9am – 5pm)	KM & VB	
	Setup flowers, ensure tech is ready, put out scripts/binders at podiums	VB	
	Set up signs for Reserve, Board, and Faculty seating	VB	
	Balloons delivered at Hilton – 10:00-11:00 am	KM	
	Staff help team arrives (11:30 am)	KM instruct	
	Photos	12:00	
	Doors open to guests	1:00	
	Ceremony	1:30	
	Reception	3:00	
	Seniors return robes	Staff help	
	Faculty and staff head to Forum Social House for Graduation Post Celebration	4:00	
	Graduation Post Celebration	4:30 – 8:00	
	Lyft Code	4:30 – 9:00	