

## **GRADUATION HELP – STAFF TEAM**

PERSON	ITEM HELPING WITH
<b>Tina Hadden</b>	Diploma/Awards: Next to stage during ceremony
<b>Vickie Baldwin</b>	Remove seat signs: Reserved, Trustees, Faculty
<b>Jenn Chi (Trustees)</b>	<p><b>Pre-Ceremony Tasks</b>  11:45 am – Ask trustees to put their robes on  Help trustees line up in correct order (list will be provided)  Guide trustees to main hall for their photo  <a href="#">Line up trustees for photo: 11:50</a>  <a href="#">Trustee Photo: 12:05</a></p> <p><b>Ceremony Tasks</b>  <a href="#">Line up trustees for ceremony: 1:15</a>  Guide trustees to main hall for ceremony  After ceremony, set up robe boxes in hangout room.  Collect all robes from trustees.</p>
<b>Angie Sharp (Faculty)</b>	<p><b>Pre-Ceremony Tasks</b>  11:45 am – Ask faculty to put their robes on  Help faculty line up in correct order (list will be provided)  Guide faculty to Grand Ballroom for their photo  <a href="#">Line up faculty for photo: 11:55</a>  <a href="#">Faculty Photo: 12:10</a>  <a href="#">Faculty/Staff Photo: 12:20</a></p> <p><b>Ceremony Tasks</b>  <a href="#">Line up faculty for ceremony 1:15</a>  Guide faculty to Grand Ballroom for ceremony  After ceremony, set up robe boxes in hangout room.  Collect all robes from faculty.</p>
<b>Leah Swenson (Seniors)</b> <b>Randi Peterson (Seniors)</b> <b>Katie Meredith (Seniors)</b>	<p><b>Pre-Ceremony Tasks</b>  11:50 am – Ask seniors to put their robes on  Help seniors line up in correct order (list will be provided)  Guide seniors downstairs for their photo  <a href="#">Line up seniors: 12:15</a>  <a href="#">Senior Photo: 12:30</a></p> <p><b>Ceremony Tasks</b>  <a href="#">Line up seniors for ceremony: 1:15</a>  Guide seniors to main hall for ceremony</p>

	<p>Students will walk continuously until they reach their seats onstage.</p> <p>Please set up some of the Jostens boxes for robe collections Collect all robes from seniors.</p>
<b>Cassidy Canter</b>	<p>Stand at the door and signal groups for walking. Plan to be down at the door for signaling by 1:15 pm.</p> <p>Keep the seniors MOVING!!!</p>
<b>Kim Marzano</b> <b>Katie Yost</b> <b>Kaitlin Medeiros</b> <b>Evan Williamson</b>	<p>Hand out programs, take tickets. Direct people to restrooms, wheelchair access, where to enter event space. Place robe boxes in Reception area. Help collect robes from seniors after ceremony.</p> <p>No one is allowed to leave with a rented robe!</p> <p>12:45 pm – Doors open for families needing ADA access 1:00 – 1:30 pm – Doors open for all guests 1:30 – 3:00 pm – Graduation Ceremony</p>
<b>Jeff Sternitzky</b>	<p>Help collect robes from seniors after ceremony.</p>

Vickie will stand with Tina and help to hand out diplomas and senior awards. Vickie will also take the Board reserved ribbon off the board seats right before the Board begins to process.

## After Ceremony – Robe Collection

Faculty Robes	Trustee Robes	Senior Robes
Angie Sharp	Jenn Chi	Leah Swenson
Kim Marzano		Katie Yost
		Kaitlin Medeiros
		Evan Williamson
		Jeff Sternitzky

Processional:

- 1) Board
- 2) Faculty
- 3) Seniors

Recessional:

- 1) Board
- 2) Faculty
- 3) Seniors

## **EVENT DAY TIMELINE**

<b>Item</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>Brunch for Faculty/Staff</b>	10:00 – 11:00 am	LPC	Brunch will be available on campus for Faculty/Staff
<b>Bus to Venue</b>	11:10 am	Bus lane outside LPC	<b>Accept the Outlook calendar invite if you want to ride the bus.</b> RSVP is required because seats are limited.
<b>Staff Volunteers Arrive</b>	11:30 am	Hilton Bellevue	Staff volunteers are expected to arrive at the venue by 11:30 am.  Once you park, head to the Kirkland and Redmond Rooms. Main event is in the Bellevue Grand Ballroom.
<b>Faculty / Staff Photo</b>	12:20 pm	Hilton Bellevue	Please wear all black clothing for the Faculty / Staff Photo.
<b>Venue Cleared</b>	12:45 pm	Hilton Bellevue	Photos conclude, venue is cleared. Doors open for ADA access.
<b>Doors Open to Venue</b>	1:00 – 1:30	Hilton Bellevue	Doors open to families and guests of seniors. Volunteers take tickets.
<b>Graduation Ceremony</b>	1:30 – 3:00	Hilton Bellevue	
<b>Graduation Reception</b>	3:00 – 4:00	Hilton Bellevue	
<b>Bus to Post-Grad Celebration</b>	4:00 pm	Hilton Bellevue	Bus loads for ride to Post-Graduation Celebration
<b>Post Graduation Celebration</b>	4:00 – 8:00	Forum Social House	Join us for food, drink, and games to celebrate the end of the school year! Forum Social House includes Top Golf, pool, and ping pong.

