

Advancement Team - Year End Events

Senior Reception – June 10 (6:00-8:00 pm)

TIME	DESCRIPTION	LOCATION
6:00 - 6:35	Reception in the LPC for seniors, their parents and faculty	LPC / LPC Patio
6:45 - 7:40	Viewing of Senior Video	TALI Theatre
7:40 - 8:00	Dessert in the TALI atrium	TALI Atrium

Dining Services

- Headcount: 300 max (usually 250-275 final)
- Heavy apps, easy to eat on a small plate (Veg, Vegan, GF options)
- Drinks: Lemonade-style drink, coffee, tea, water
- Dessert: Regular option, GF option, cut fresh fruit

Facilities Team

- 8 ft black tables – set up in AM on June 10
- Space setups will be uploaded in FMX
- Door locks: LPC and TALI unlocked 5:30-9:00 pm
- Theatre seats out
- Balcony unlocked with seats out

Flower Vases

- Pick up arrangements from QFC – 10:00 am on June 11
- Continuation: Set up in Theatre – June 12
- Graduation: Deliver with packing list items to venue – June 13

AV Team

- LPC - Lighting, music, slideshow
- Theatre – Mic, podium, video

Senior Lunch “Breakfast for Lunch” / Grad Rehearsal - June 12 (12:30-2:00 pm)

TIME	DESCRIPTION	LOCATION
12:30-1:30	Seniors have “Breakfast for Lunch” with Javi	LPC
1:30-2:30	Graduation rehearsal	TMAC 205’s

Dining Services

- Headcount: 81 seniors
- Javi’s potatoes, breakfast burritos, breakfast sandwiches etc.
- LPC drinks – water, juices

Facilities Team

- TMAC 205’s – divider walls open
- Chairs set up according to FMX diagram

Graduation – June 13 (9:00 am – 8:00 pm)

TIME	EVENT – GRADUATION (JUNE 13)	WHO
	Hilton Hotel – Venue Rental 9:00 am – 5:00 pm	
10:00 – 12:00	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
11:40	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	Photographer arrives and starts photos (Coverage 12-4 pm)	Barbie Hull
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	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: Patrick McLane (?)	Facilities Team
4:15	Go back to Meydenbauer with cargo vehicle. Pick up flags, robe boxes, vases, and all packing list items. Once back at campus, place 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

Year End Lunch for Faculty/Staff – June 18 (10:30-1:30 pm)

TIME	DESCRIPTION	LOCATION
10:30-12:00	Toasts and Anniversary Gifts	LPC
12:00-1:30	Food Trucks for lunch	Sport Court

Dining Services

- Headcount: 127
- Champagne, beer, wine, sparkling, water, a few sodas
- Folks will get lunch from the food trucks and come back to LPC for drinks

Facilities Team

- Help food trucks park on sport court
- Assist with power from TMAC if needed

AV Team

- Two handheld mics in LPC