

# LEE Commencement Agenda

Monday, December 17th, 2018

8:00 A.M.	Set up (Judy Bailey and Ham Hall)
8:30-10:00 A.M.	Student Check-In (Judy Bailey Theater) <ul style="list-style-type: none"><li>- Small group photos, name cards, snacks/water</li></ul> Faculty Dignitaries Check-in (Green Room, Hamm Hall) <ul style="list-style-type: none"><li>- Faculty, Dignitaries, photos, refreshments</li></ul>
9:30 A.M. - 10:00 A.M.	Student Photos (Outside Ham Hall) <ul style="list-style-type: none"><li>- Large group shot on steps, with LEE/2018 signs, banners</li></ul>
10:00 A.M. - 12:00 noon	Ceremony (Ham Hall) <ul style="list-style-type: none"><li>- Faculty/Dignitaries Procession on to Stage - 5 min</li><li>- Student Procession to Seating - 10 min</li><li>- Dean, Welcome and Remarks - 2 min</li><li>- National Anthem - 3 min</li><li>- Commencement Address - Keynote Speaker - 4 min</li><li>- Posthumous Degree Awarded - 2 min</li><li>- Graduate Speaker - 4 min</li><li>- Undergraduate Speaker - 4 min</li><li>- Graduate Names - 20 min</li><li>- Under graduate Names - 50 min</li><li>- Dean, Conclusion - 2 min</li><li>- Faculty Recession - 4 min</li><li>- Student Recession - 10 min</li></ul>
12 noon - 1:00 P.M.	Reception (Ham Hall Reception) <ul style="list-style-type: none"><li>- Cake, Drinks, photo backdrops, high boy tables, banners</li><li>- Vendor tables: Career services, Alumni Association, MBA</li></ul>
1:00 -2:00 P.M.	Clean up

## Graduate Instructions

1. Arrive at 8:30 a.m. at the Judy Bailey Theatre front entrance (lobby) for check-in, group photos, light refreshments.
2. Pick up your name card. Your name card is required for line-up
3. A series of Group photographs will be taken out side of the Judy Bailey Theatre preceding the ceremony.
4. Students will line up behind their degree sign. Follow cues from the staff. They will guide you to the correct line and into your seats. Faculty will enter into the arena first and graduates will follow.
5. Bring your name card with you when you approach the stage. Hand the card to the marshal at the top of the stage steps, wait for name to be called then proceed across the stage for handshake and photo. Then exit the stage.

Please return to your seat for the remainder of the ceremony. At the end of the ceremony, each row will wait until cued by staff to leave. Follow the line out the side doors through a faculty line up and into the lobby/reception area.