

Celebration Instructions



International Student Commencement Celebration

Saturday, May 17, 2014 - 1:00 pm sharp

Music Building, Concert Hall

Parking

- Free parking - in green or yellow campus lots only; excludes red, blue, and white spaces. If you are attending the morning *University Commencement* at the Save Mart Center, do discuss with your guests where to meet after that event. Heavy foot and car traffic may slow your arrival to the *Celebration* event.

Participating Graduating Student, please note, a RSVP is required:

- **Regalia (cap/gown)** – Required, wear comfortable shoes for walking up and down stairs and standing for some time; and place your cap tassel on the right side.
- **Personal items** - Avoid carrying backpacks, bags, coats, balloons, flowers, personal items as you will be walking in a processional and there is not a secure place for them . . . please leave these items with your guests. Remind guests not to bring balloons into the Concert Hall as it will block viewing of others!
- **Check-In** – Arrive by 12:15 pm, Foyer of Music Building (front entrance), check-in with the ISSP staff
- **Electronic devices** - Please do not use any devices during the ceremony. We appreciate your showing courtesy to University speakers, fellow graduates, guests and your global viewers. The Celebration, thus you, will be part of a LIVE broadcast transmitted around the world . . . smile.
Processional - 1 p.m. sharp. Graduates must line up by 12:40 p.m. (see info below); you are not required to line up in alphabetical order. If you were notified as an award nominee, please situate yourself at the front of the line. Once in line, you will receive a name card from an ISSP staff member, you must take the card with you as you enter the Concert Hall. This card is used to individually announce graduates midway through the Ceremony; you will walk across the front of viewing area and receive an official diploma case. Students will enter into the Concert Hall from the top of the stairs, down onto the front floor seating area . . . walk slowly to allow for photos and avoid falling. Volunteers will direct you to a row of chairs.
- **Tripods** – Due to limited and tiered seating, tripods are not permitted. Stairs must be kept clear for emergency access, please share this with your guests. The live Celebration broadcast will be recorded and posted on the Fresno State ISSP website.
- **Photos** – Guests are requested to stay seated during the ceremony. A professional photographer will take a picture of each graduating students as she/he is recognized individually. You will have an option to obtain photos at a later date (details later). Candid shots will also be taken throughout the event.
- **Photo opportunities with guests** – Photos may be taken after the event – in Concert Hall and/or outside.
- **Be on time**, especially for **bolded** time slots listed below. Enjoy and *Congratulations!*

***Celebration* schedule, note **bolded** times:**

Time	Event action	Who / What	Location
11:30 am – 12:30 pm	Reception	Graduates and Guests	Music Bldg. - front, Rm 127
12:15 pm	<i>Photograph - group</i>	Graduates assemble	Music Bldg. - Foyer
12:30 pm	Reception closes	Guests are seated	Music Bldg. -Concert Hall
12:40 pm	<i>Processional line up</i>	Graduates	Foyer – stairway/hall
12:55 pm	Hall <u>side</u> doors inaccessible	Guests access by stairs	Music Bldg. - stairs only
1:00 pm sharp!	<i>Celebration Ceremony</i>	LIVE broadcasting	Concert Hall
2:15 pm	<i>Recessional</i>	Grads exit, row by row	Follow staff directions
2:18 pm	Receiving Line	Grads and Univ reps	Foyer – bottom of stairs
2:30 pm	Photo – group/cap toss	Grads - optional	Outside, front Music Bldg.