

**Instructions for Commencement @
UCCU Center
UVU Campus, May 26, 2016 - 9:00 AM**

Caps and Gowns: Pick them up in the MVHS Media Center on Wednesday, May 18 and Thursday, May 19 after the last final of the day is given (12:30 - 2:00 PM.) **You must be cleared academically and financially to get your cap and gown!** If not pre-ordered, you can pay for a cap and gown when you pick it up - **\$45.00 (please have cash - no checks accepted).**

There will be no commencement practice this year so **PLEASE READ THE BELOW DIRECTIONS CAREFULLY** and arrive early Thursday morning of graduation to take your places and receive instructions. =)

Commencement Instructions For Thursday, May 26 - 9:00 AM

*Inform your family that **NO BALLOONS or AIR HORNS are allowed. NO family members will be allowed on the floor unless they have a floor pass. See Mr. Blatter in the guidance office if you have a special circumstance. Please put cell phones on vibrate.***

Be at the UCCU Center no later than 8:30 AM to LINE UP!

- ▶ **Men:** Enter the Events Center through the lower west (ticket office) entrance and line up in the south west tunnel. Before lining up, please pick up your name card (a table will be in the south west tunnel). Once you have your name card, lineup on the southwest side of the Events Center. Those who will be sitting on the west side of the stand can get their name cards from Mr. Beveridge. He will be on the Events floor that morning. The order of lining up is **VIPs and Admin** will line up first followed by the **Sterling Scholars, UVU Associated Degree Senior Graduates, and those singing the national anthem**. The order for the rest of the males does not matter (you may sit by whom you would like). Please line up quickly and orderly in single file. You will enter the Events Center through the southwest tunnel portal and proceed to the stand or your chairs promptly at 9:00 AM when you hear the graduation music playing. There will be MVHS faculty members there to assist you.
- ▶ **Women:** Enter the Events Center through the lower west (ticket office) entrance and line up in the south east tunnel. Before lining up, please pick up your name card (a table will be in the south east tunnel). Once you have your name card, lineup on the southeast side of the Events Center. Those who will be sitting on the east side of the stand can get their name cards from Mrs. Robert. **Senior class officers** will line up first, followed by the **three speakers, the student body officers**, and finally **Senior Bruin Crew Graduates**. The order for the rest of the females does not matter (you may sit by whom you would like). Please line up quickly and orderly in single file. You will enter the Events Center through the southeast tunnel portal and proceed to the stand or your chairs promptly at 9:00 AM when you hear the graduation music playing. There will be MVHS faculty members there to assist you.
- ▶ **Graduation Entrance:** March in and when you get to your seat remain standing until everyone has entered. Gehrig Stoddard (SB President) will welcome and instruct everyone to remain standing for the national anthem. After the national anthem, Katie Whitehead (senior class president) will instruct all to "take seats" and then conduct the graduation. Please be aware of the faculty ushers sitting around you. If you are not sure what to do, ask them and follow the person in front of you. There will be MVHS faculty members there to assist you.

- ▶ **DRESS:** Wear your cap and gown. The tassel stays on the right side of the cap during all exercises until you are told to move it to the left. If you are a member of NHS or have MVHS Cords, you will wear the pennant or cords over the gown. **Please wear appropriate clothing under the gown, i.e. shoes (no flip-flops), long pants, nice shirt, etc. Wear your "best dress" attire!**

- ▶ **Wind Symphony & Choir Graduates:** Symphony seniors will **not** be playing "Pomp and Circumstance" during the processional, so they can march in with the main body. Because the symphony IS playing its piece before the presentation of diplomas, symphony seniors who are walking in, come down the middle aisle to the front and go directly to the instrument section and take your seats with the other symphony members. Senior choir members will sit in the general seating, and after receiving their diplomas, will quietly go and take their places with the choir.

- ▶ **PRESENTATION OF DIPLOMAS:** Graduates will rise one row at a time, starting with the last row and will proceed to the southeast tunnel as directed by the teacher helpers. Symphony members will leave after the last row (one) is gone, followed by graduates on the stand. You will have a 3x5 card with your name already printed on it. Your name will be read as it appears on the card (**do not alter the name on the card in any way!**). You will give your card to the reader at the microphone. As your name is read, step through the Block MV, pause for the camera, then continue across the floor to receive your diploma cover. Exit heading south and proceed all the way back to the same row you came from filling forward. Symphony members will return back to the instrument area as will those who were on the stand. Choir members will quietly take their places on the choir risers.

- ▶ **RECESSIONAL:** When the final musical number and closing remarks are over and the school song is sung, "Pomp and Circumstance" will be played over the loud speakers. Everyone should rise together and exit, one row (starting with the last row) at a time to the south bottom exits (stay on level one - don't go up the stairs). Exit the south doors to the tents which will be outside by the tennis courts where you will get your "real" diplomas.

- ▶ **PICK UP OFFICIAL DIPLOMAS:** After exiting the south doors, you will notice a tent by the tennis courts. There you will tell the teacher helpers your name, and they will give you your "real" diploma. National Honor Society Members will turn in their stoles. **You keep your cap and gown so please hustle down and pick up your diploma and then take as much time as you need taking pictures with your friends and family.** If you do not pick up your diploma, you may come to the MVHS counseling office the following week to get it.

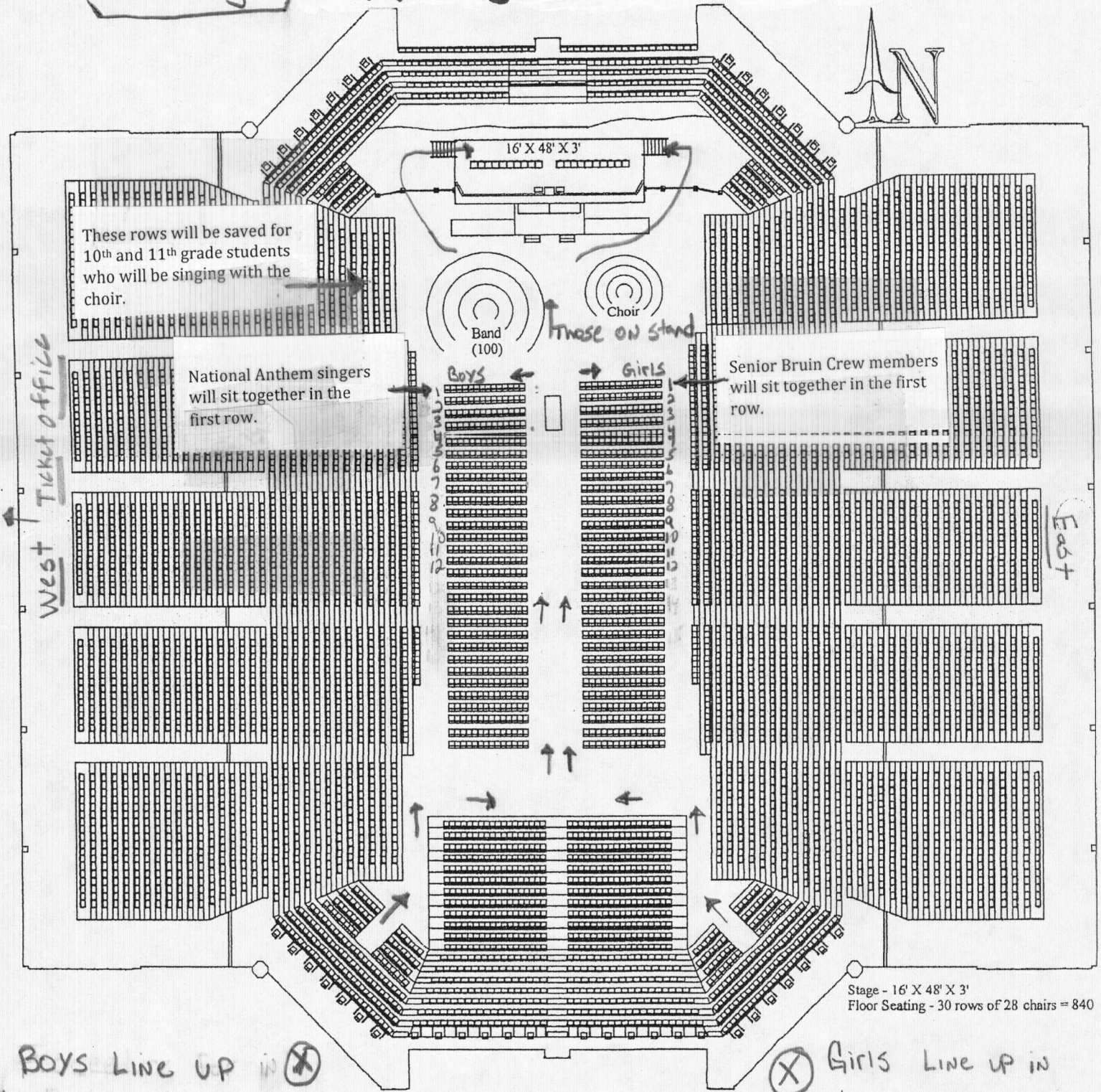
- ▶ **FRIENDS AND RELATIVES** of graduates should be seated at the UCCU Center **no later** than 8:50 AM. They can sit anywhere they would like, realizing the closest seats will be taken first come first serve. Commencement programs will be passed out at the portal entrances. There are designated areas for handicapped seating; enter through the ticket lobby on the west, bottom level and ask for UCU assistance. **You can have as many guests as you would like attend graduation.**

Graduation Photos in Caps and Gowns: If you would like a photo in your cap and gown in front of the block MV, Thursday the 19th of May will be set aside for this. The MV will be set up in the Commons area of MVHS from 5:30 - 7:30 PM. You may come and have parents take pictures; however, this is on your own. **There will be no official photographer taking and selling pictures the day of Graduation nor will parents be allowed on the Events Center floor that day.**

North

* Procedure For Entering

MVHS Graduation



These rows will be saved for 10th and 11th grade students who will be singing with the choir.

National Anthem singers will sit together in the first row.

Senior Bruin Crew members will sit together in the first row.

Band (100) Choir

Boys Girls

Stage - 16' X 48' X 3'
Floor Seating - 30 rows of 28 chairs = 840

Boys Line up in Lower Hall way (get name cards)

Girls Line up in Lower Hall way (get name cards)

Those seated on the stand will enter First and go to stand; all else will fill in First row and work back.

Name Card Table

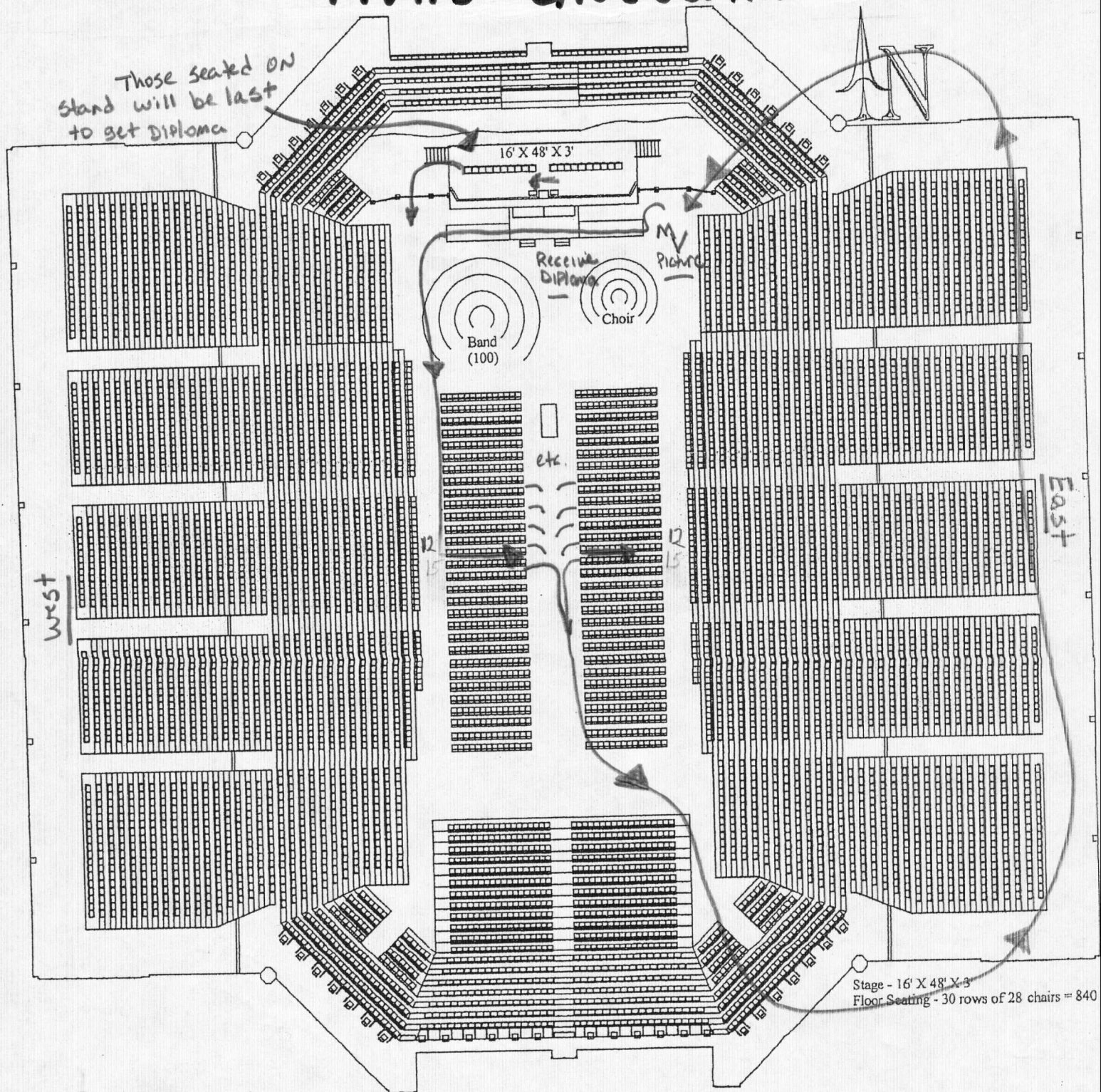
Name Card Table

South

Procedure for
Receiving Diplomas

North

MVHS Graduation



Last Row (girls) will stand up and go under east tunnel, Followed by row 15 (boys) and so Forth.

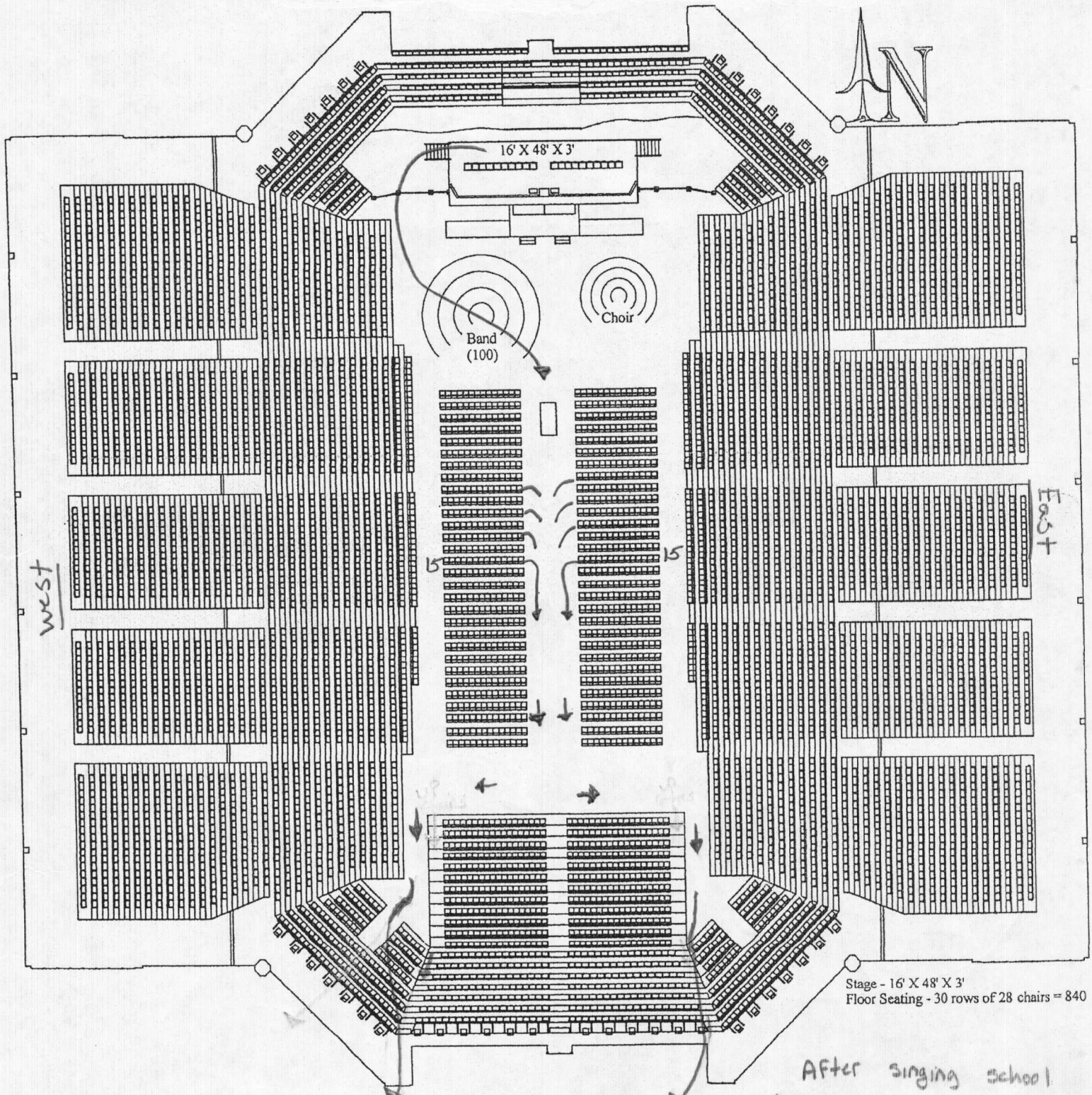
South

At MV name will be read, picture on jumbotron - get diploma, shake Principal's hand, return along west isle back to seat.

Procedure For exiting
and getting "actual"
Diplomas

North

MVHS Graduation



Stage - 16' X 48' X 3'
Floor Seating - 30 rows of 28 chairs = 840

Exit outside

Exit outside

South

After singing school song, Last row will exit first, followed by the others to back. Stay ON bottom Floor & out south doors to get "real" diplomas.

