

Instructions for Commencement @ UCCU Center UVU Campus, May 30, 2014 - 4:00 P.M.

Commencement Practice: Tuesday, May 27, 2014 @ 3:00 PM *Line up at 2:50 P.M.
You may park in the lots north of the Events Center.

- ▶ **Men:** Enter the Events Center through the west (ticket office) entrance and line up in the south west tunnel. **VIPs, Admin, Retirees, and Selected SBOs** will line up first followed by the **Sterling Scholar Senior Graduates** (see Mrs. Robert for specific order). The order for the rest of the males does not matter. Please line up quickly and orderly in single file. You will enter the Events Center through the southwest tunnel portal. You will march in at 4:00 PM.
- ▶ **Women:** Enter the Events Center through the west (ticket office) entrance and line up in the south east tunnel. **Senior class officers** will line up first, followed by the **three speakers, the student body officers**, and finally **Senior Bruin Crew Graduates** (see Mr. Beveridge - room #108 for specific order). The order for the rest of the females does not matter. Please line up quickly and orderly in single file. You will enter the Events Center through the southeast tunnel portal. You will march in at 4:00 PM.
- ▶ **PRACTICE :** March in and when you get to your seat remain standing until everyone has entered. Jacoba Smith (SB President) will welcome and instruct everyone to remain standing for the national anthem. After her welcome, Penny Mills (senior class president), will instruct all to “take seats” and then conduct the graduation. We will quickly run through the commencement program. We will practice moving one row of students through the exercise to show everyone an example of the procedure. After students are dismissed, members of the choir will remain for practice.

Caps and Gowns: Pick them up in the MVHS Media Center on Friday, **May 23rd** and Tuesday, **May 27th** after school (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 cap and gown when you pick them up - **\$45.00 (please have cash).**

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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 turn off your cell phones.

Be at the UCCU Center no later than 3:30 PM to LINE UP!

- ▶ **DRESS:** Wear your cap and gown. The tassel stays on the right side of the cap during all exercises until 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!**
- Men:** Before lining up, please pick up your name card (a table will be in the south tunnel). Then line up on the southwest side of the Events Center the same way as practiced. The order will be just like we did it during practice. Those who will be sitting on the stand (men and women), can get your name cards from Mr. Beveridge. He will be on the Events floor that afternoon.

Women: Before lining up, please pick up your name card (a table will be in the south tunnel). Then line up on the southeast side of the Events Center the same way as practiced. Those who will be sitting on the stand (men and women) can get your name cards from

Mrs.

Robert. She will be on the Events floor that afternoon.

- ▶ **PROCESSIONAL AND SEATING:** At approximately 3:50 P.M. you will be waiting at the entrance portal on the Events Center floor. At 4:00 P.M. as “Pomp and Circumstance” is played, you will proceed to your seat and remain standing until after the National Anthem.
- ▶ **Wind Symphony & Choir:** Symphony seniors will **not** be playing “Pomp and Circumstance” during the processional, so they can march in with the main body. As the symphony is playing its piece before the presentation of diplomas, seniors walk 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 row 15 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 students 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, then continue across the floor to receive your diploma cover. Exit heading south and proceed all the way to the end and fill up all the rows from fifteen to one. 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 by the MVHS Wind Symphony. Everyone should rise together and exit, one row (starting with row fifteen) at a time up the south stairs. All proceed to the south area of the venue to get your “real” diplomas.
- ▶ **PICK UP OFFICIAL DIPLOMAS:** After exiting the floor of the UCCU Center, you will notice tables set up by the concession area. There you will tell the teacher helpers your name, and they will give you your "real" diploma. **You keep your cap and gown so after getting your diploma take as much time as you want taking pictures with your friends and family.** If you do not pick up your diploma, you may come to MVHS the following work day to resolve the problem.
- ▶ **FRIENDS AND RELATIVES** of graduates should be seated at the UCCU Center **no later** than 3:50 P.M. 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 assistance. You can have as many guests as you would like attend graduation.

All ☞ **Don't forget...your real diploma will be at the south end (by concession area) of the Events Center - make sure you pick it up!**

Graduation Photos in Caps and Gowns: If you would like a photo in your cap and gown in front of the block MV, Tuesday the 27th 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. Parents will not be allowed on the Events Center floor to take pictures the day of graduation.**