

SCHEDULE OF EVENTS FOR THREE CEREMONIES - MAY 2014

11/5/2013

Day	Time	Location	Event	Previously Held		
				Day	Time	Location
Wednesday 4/9/2014	2:00 PM		Email sent to campus community notifying them of upcoming Commencement ceremony on Friday, May 9. Non-essential personnel encouraged to take vacation time to avoid traffic and parking congestion beginning at noon.			
Wednesday 4/30/2014 (Reading Day)	10:00 AM	COED	Student Marshal Orientation			
Wednesday 5/7/2014	10:00 AM	SAC Stage	Mace table picked up from E&SP and delivered to SAC			
	10:00 AM (Tentative)	Area Roads	Electronic traffic signs in place	Thursday		
	1:00 PM	SAC Loading Dock	Commencement Programs Delivered			
	1:30 PM	SAC	Volunteer Rehearsal	Thursday	1:30 PM	SAC
	2:30 - 3:15 PM	Halton Arena	Chancellor's Platform Party Rehearsal	Thursday	2:30 or 2:45 PM	Stage
Thursday 5/8/2014	9:00 AM	SAC Food Court	Graduate set-up begins (Registrar's Office and Facilities Management)			
	TBD	Robinson/Halton	Band equipment picked up from Robinson Hall and taken to Halton Arena			
	9:00 AM	Halton Arena	Doctoral Rehearsal for Friday Ceremony			
	9:45 AM	Halton Arena	Doctoral Rehearsal for Sat. 10 AM Ceremony			
	10:30 AM	Halton Arena	Doctoral Rehearsal for Sat. 3 PM Ceremony			
	11:00 AM	Halton Arena	Student Marshal Rehearsal - Session #1	Friday	10:00 AM	Halton Arena
	1:00 PM (Tentative)	Halton Arena	Flower & Greenery Deliveries -Oakdale Delivers Rented Greenery -Facilities Management picks up Mums from Christy's Nursery and delivers to SAC -Gallery of Flowers delivers boutonnières	Friday	10:30 AM	Halton Arena
				Friday	9:00 AM	Halton Arena
				Friday	3:00 PM	Halton Arena

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Thursday 5/8/2014	2:00 PM	Halton Arena	Student Marshal Rehearsal - Session #2	Friday	10:00 AM	Halton Arena
(continued)	5:15 PM	Student Union	Doctoral Reception	Thursday	5:30 PM	Student Union
	6:00 PM	Student Union - Multipurpose Room	Doctoral Dinner	Thursday	6:00 PM	Student Union
	6:00 PM	Halton Arena	Band Refreshments - Box Sandwiches			
	6:30 PM	Halton Arena	Band Rehearsal			
Friday 5/9/2014	10:30 AM	Center City	Army ROTC Commissioning Ceremony			
	10:30 AM	SU Multipurpose	Air Force ROTC Commissioning Ceremony			
	11:00 AM	Halton Arena	Put out reserved seating signs (Sections 126 & 130); doctoral/advisor seating signs; platform party seating signs			
	11:00 AM - 12:00 PM	TBD -- Atrium? Practice Gym?	Volunteer & Student Marshal Luncheon (box lunches)	New Event - After Hours not available		
	11:30 AM - 12:30 PM	Ctr for Graduate Life	Open House - Graduate School	Saturday	12:00 PM	Center for Graduate Life
	12:00 PM	SAC	Student Marshal Final Rehearsal			
	12:00 PM	SAC	SAC Doors Open for Afternoon Ceremony			
	12:00 PM	Ticket Office	Ticket Office Opens			
	12:00 PM	Aerobics Room	Facilities Managements delivers Chancellor's medallion and mace	Saturday	9:00 AM	Aerobics Room
	12:15 PM	SAC Food Court	All Grads to be in Line-Up Area			

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Friday 5/9/2014 (continued)	1:30 - 3:00 PM	Halton Arena	Commencement Ceremony for: College of Business College of Computing and Informatics College of Health and Human Services	Saturday	3:00 PM	
				Saturday	3:00 PM	
				Saturday	3:00 PM	
	3:00 PM		Receptions for:			
		SU - 340 A-F	College of Business	Saturday	5:00 PM	Student Union 340 A-F
		Lucas Room/Cone	College of Computing and Informatics	Saturday	5:00 PM	Lucas Room/Cone
		Salons	College of Health and Human Svcs.	Friday	6:00 PM	SAC Food Court
	3:00 PM	Aerobics Room	Facilities Mangement picks up Chancellor's medallion and mace and puts in secure room for overnight			
	3:00 - 4:00 PM	EPIC Classroom and Lobby	College of Engineering: Order of Engineering Ceremony & Reception (hand out class rings)(May 2013: 54 grads/200 guests)			
	6:00 PM	Storrs Gallery	College of Art + Architecture - Graduating Student Exhibit			
	7:00 PM	Arts Quad	College of Art + Architecture - Potluck Dinner and Slide Show			
Saturday 5/10/2014	8:30 AM	SAC	Student Marshal Final Rehearsal			
	8:30 AM	SAC	SAC Doors Open for Morning Ceremony			
	8:30 AM	Ticket Office	Ticket Office Opens			
	8:45 AM	SAC Food Court	Graduates to be in Line-Up Area			
	9:00 AM	Aerobics Room	Facilities Managements delivers Chancellor's medallion and mace			
	10:00 - 11:45 AM	Halton Arena	Commencement Ceremony for: College of Liberal Arts and Sciences			
	10:00 - 11:30 AM	Storrs Bldg. - Salon/Gallery	School of Architecture Ceremony and Reception (May 2013: 59 grads and 450 guests)			
	11:00 AM - 2:00 PM	After Hours	Lunch for Commencement Workers			

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Saturday 5/10/2014	12:00 PM	Student Union -- Room 340 G-I	Reception for: College of Liberal Arts and Sciences	Saturday	12:00 PM	Student Union -- Room 340 G-I
(continued)						
	1:30 PM	SAC	Student Marshal Final Rehearsal			
	1:30 PM	Ticket Office	Ticket Office Opens			
	1:30 PM	SAC	SAC Doors Open for Afternoon Ceremony			
	1:45 PM	Food Court	Graduates to be in Line-Up Area			
	3:00 - 4:30 PM	Halton Arena	Commencement Ceremony for: College of Art + Architecture College of Education College of Engineering			
	4:30 PM		Receptions for:			
		COE	College of Education	Saturday	5:00 PM	COE
		SAC Salons	College of Engineering	Saturday	5:00 PM	SAC Salons
	4:30 PM	Aerobics Room	Facilities Management picks up Chancellor's medallion and mace and puts in secure room for weekend. Items returned to Library on Monday.			
	5:30 PM	Halton Arena	-Greenery Rentals picked up by Oakdale			
			-Facilities Management picks up Mums			
			-Facilities Management picks up extra programs			
			-Band equipment picked up for return to Robinson Hall			