Instructions for Group 4 Faculty Readers

- Arrive at the Bashor Courtyard (patio behind Heritage Hall) between **1:30-2:00pm**. Kitty Lai will check you in.

- Order of Procession:
  - Flag and Banner Bearers
  - All Faculty
  - PhD graduates
  - Masters graduates
  - Bachelors graduates by department

- When you are introduced, proceed to the podium. There is a master script at the podium for your use.

- Staff member Jorge Castro will be on your left. He will set the pace for you and hand you the name reader cards. Please take a moment to look at the card before you start announcing the student’s name. If you have a question, cover the microphone and ask the student how his/her name is pronounced. **Click here** to view a sample card.

- **READ:**
  - the student’s first and last names
  - if they have a double major (do NOT read major if same as your department)

Example (you are reading for the Psychology Dept):
  - Student wrote on namecard:
    - Name: Susie Smith
    - All majors: Psychology, Neuroscience
    - All minors: Spanish
  - You read:
    - **Susie Smith, also majoring in Neuroscience**

- After you read the card, hand it to the person to your right. This person will keep them in order.

- Once all of the students who you are reading have processed, Jorge will point to the script.

- **READ:**
  - the introduction of the next reader
  - leave the master script at the podium and return to your seat

- At the conclusion of the ceremony, faculty will lead the recessional down the center aisle and turn left toward McClintock Avenue.