Instructions for Group 3 Faculty Readers

- Arrive at the Student/Faculty entrance for Cromwell Field (enter off of Childs Way in front of GFS) between 1:30-2pm. Lisa Losorelli 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. The first reader announced for each department will go to the STAGE RIGHT (your right when you are on stage) podium. The second reader announced will go to the STAGE LEFT (your left when you are on stage) podium. Please see your sample script (attached) for your specific stage direction instructions. Anything in the script that you need to announce is highlighted.

- A staff member will be standing next to each podium to set the pace 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.

  - NOTE – 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 Economics):
  - Student wrote on namecard:
    - Name: Susie Smith
    - All majors: Economics, Philosophy
  - You read:
    - Susie Smith, also majoring in Philosophy

- After you read the card, hand it to the person standing to your middle-of-stage side. This person will keep them in order.

- Once all of the students who you are reading have processed, the STAGE LEFT reader will introduce the next readers.
  - READ:
    - the introductions 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, turn left and exit the field onto Child’s Way.