**Instructions for Group 1 Faculty Readers**

- Proceed to Howard Jones Field immediately after the Main Ceremony ends.
- Line-up behind the stage, sign will indicate line-up area. Kim Allen will check you in.
- Order of Procession:
  - Flag and Banner Bearers
  - All Faculty
  - PhD graduates
  - Masters graduates
  - Bachelors graduates by department
- Faculty will process in and continue to the stage to be seated. [Click here](#) for a processional diagram.
- After Vice Dean Byrd concludes her remarks, Dean Susan Kamei will read the PhD and Master student names, followed by Brighde Mullins who will read MPW names.
- Dean Byrd will introduce the first undergraduate name reader, Dr. Lynn Dodd. After Dr. Dodd is done reading their graduate’s names, she will introduce the next reader.
- When you are introduced, proceed to the podium. There is a master script at the podium for your use.
- You will be handed a couple of namecards at a time by a staff member standing to your left. [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)
    - any minor

**Example (you are reading for the Dept of Philosophy):**
- Student wrote on namecard:
  - Name: Susie Smith
  - All majors: Philosophy, Neuroscience
  - All minors: Spanish
- You read:
  - Susie Smith, also majoring in Neuroscience with a minor in Spanish
- After you read the card, hand it to the person standing to your right. This person will keep them in order.
- Once all of the graduates have processed, the staff member handing you cards will stop.
- Now, introduce the next department’s reader. The order of departments is listed below. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.
- Faculty will lead the recessional down the center aisle once the ceremony has concluded.
GROUP 1 TIMELINE

8:00 a.m.  All faculty participating in the Main Ceremony line up
- Marshals at your columns
- Other faculty participating, inside Bovard Auditorium

8:30 a.m.  Main Ceremony procession begins

9:00 a.m.  Commencement Ceremony begins
Alumni Memorial Park

10:15 a.m.  Commencement Ceremony ends

All faculty participating in the Group 1 Satellite Ceremony move to Group 1 site at Howard Jones Field
- Faculty line-up behind the tent on the north side of the field
- Please check in with Kim Allen
- Procession to be led by ceremony officiant Vice Dean Dani Byrd

10:45 a.m.  Group 1 Satellite Ceremony begins

Department Receptions immediately follow the conclusion of Satellite Ceremony