Instructions for Group 2 Faculty Readers

- Proceed to Howard Jones Field immediately after the Main Ceremony ends.
- Line-up behind the stage, sign will indicate line-up area. Michele Dea 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 McKenna concludes his remarks, Vice Dean Manahan will read the PhD and Master student names, followed by Bob Girandola who will read Kinesiology, Human Performance and Human Biology names.
- After Dr. Girandola is done reading his department’s graduate’s names, he will introduce the next reader.
- When you are introduced, proceed to the podium. There is a master script at the podium for your use.
- A staff member will hand the graduate’s namecard directly to you. 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 Neuroscience):
- Student wrote on namecard:
  - Name: Susie Smith
  - All majors: Neuroscience, Philosophy
  - All minors: Spanish
- You read:
  - Susie Smith, also majoring in Philosophy 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 on the script. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.
- Faculty will lead the recessional down the center aisle once the ceremony has concluded.
**GROUP 2 TIMELINE**

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

8:30am Main Ceremony procession begins

9:00 am Commencement Ceremony begins
Alumni Memorial Park

10:15 a.m. Commencement Ceremony ends
All faculty participating in the Group 2 Satellite Ceremony move to Group 2 site at Howard Jones Field
- *Faculty line-up behind the tent on the north side of the field*
- *Please check in with Michele Dea*
- *Procession to be led by ceremony officiant Vice Dean Charles McKenna*

10:45 a.m. Group 2 Satellite Ceremony begins
Department Receptions immediately follow the conclusion of Satellite Ceremony