Instructions for Group 3 Faculty Readers

- Arrive at the Student/Faculty entrance for Cromwell Field (enter off of Childs Way in front of GFS) at **1:30 pm**. Lisa Losorelli will check you in.

- Order of Procession:
  
  o Banner Bearer
  o All Faculty
  o PhD graduates
  o Masters graduates
  o 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.

  o **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):
  
  o Student wrote on namecard:
    - Name: Susie Smith
    - All majors: Economics, Philosophy
  
  o 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.
  
  o **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.