Dear USC Dornsife faculty,

Thank you for participating in Commencement! Your job as a name reader is very important and we would like to help prepare you for the big day. Below you will find information regarding the USC Dornsife Satellite Ceremonies, including instructions, a timeline and faculty participation listing. Attached is the script for your reference.

This information and more is available on the Commencement website: www.dornsife.usc.edu/commencement

Instructions for faculty readers participating in the Group 3 Satellite Ceremony

• Proceed to the Shrine Auditorium immediately after the Main Ceremony ends.

• Line-up in Expo Hall, off of Royal Street by the ticket office. Danielle McLaughlin will check you in.

• Order of Procession:
  o Flag and Banner Bearers
  o All Faculty
  o PhD graduates
  o Masters graduates
  o 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 Lamy concludes his remarks, Dr. William Deverell will read the PhD and Master student names.

• Dr. Deverell will introduce the first department’s name reader, Dr. Cynthia Herrup. After Dr. Herrup is done reading their honors 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 right. Click here to view a sample card.

• NOTE – READ:
  o the student’s first and last names
  o if they have a double major (do NOT read major if same as your department)
  o any minor

Example (you are reading for the History Dept):
  o Student wrote on namecard:
- Name: Susie Smith
- All majors: History, 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 left. 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.

**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 am Main Ceremony procession begins

9:00 am Commencement Ceremony begins
Alumni Memorial Park

10:10 a.m. Commencement Ceremony ends
All faculty participating in the Group 3 Satellite Ceremony move to Group 3 site at the Shrine Auditorium

11:00 a.m. Group 3 Satellite Ceremony begins

Department Receptions immediately follow the conclusion of Satellite Ceremony

**GROUP 3 SATELLITE CEREMONY**

*Group 3: Shrine Auditorium*

*Faculty line-up in Expo Hall (entrance off of Royal Street by the ticket office). Please check in with Danielle McLaughlin.*

*Officiant: Vice Dean Steven Lamy*
**Marshals:** Diana Williams (History), Ann Crigler (Political Science), Arthur Auerbach (Political Science), Alison Renteln (Political Science), Jane Junn (Political Science), John Odell (International Relations), Douglas Becker (International Relations), Gary Wayne Glass (International Relations)

**Departments (in order of procession):**
- PhD Graduates
- Masters Graduates
- History Honors
- History
- Political Science Honors
- Political Sciences
- International Relations Honors
- International Relations

**Faculty Readers:**
- William Deverell
- Cynthia Herrup
- Elinor Accampo
- Alison Renteln
- Richard Dekmejian
- Daniel Lynch
- Laurie Brand, Robert English

**Other seated on stage:**
- Tommy Knapp (Entrepreneurship)