

COMMENCEMENT – May 4, 2024 – 2 PM RAIN PLAN

INSTRUCTIONS FOR BOONE CONVOCATION

Faculty and Students should assemble at 1:20 PM on Saturday, May 4, in the classroom hallway of the Boone Business Building.

The *Platform* participants will march in and be seated in the chairs on the platform. Dr. Jim Hiatt will lead the left line of platform participants, followed by Dr. Jea Agee and faculty through room #107. Dr. Jonathan Bartling will lead the right line of platform participants through Boone #109. Graduates, led by 2. Dr. Heidi Ventura, left, will march through Boone #107 and Dr. Julie Rigsby, right, will march through Boone #109. Graduates will be directed to their seats in first 8 rows of the center sections *Reserved for Graduates*. After marching in, all will remain standing. All men should remove caps during the invocation and leave them off until after the benediction, unless participating in the program. Women leave caps on throughout the program.

Line of March 2023

COMMENCEMENT – RAIN PLAN FOR BCC

Platform

Dr. Jim Hiatt
Dr. Rick Mann
Dr. Kathy Mowry
Ms. Jenn Showalter

Platform

Dr. Jonathan Bartling
Dr. Vernon Whaley
Dr. Tim Gaines
Dr. Brandee Norris

Faculty Line-Up (Left side only)

Faculty/Student Marshal: Dr. Heidi Ventura

Faculty Line-Up

Faculty/Student Marshal: Dr. Julie Rigsby

All Faculty (Left side, only) (2 rows with 8 chairs)

Dr. Jea Agee
Dr. Scott Ward
Dr. Mike Jackson
Dr. Phil Rickard
Dr. Lonnie Ness
Dr. Dean Diehl
Dr. Leigh Ann Bussell
Dr. Dawn Olson
Dr. Miranda Kendrix
Dr. Craig Bishop
Dr. Charles Davis
Dr. Garrett Harper
Dr. Stephen Newby

GRADUATES

10 DBA (+James Mayo from Moore, marshal)
7 DBA
Masters
Nicole Young (coming from Moore)
Gissela Kroll (coming from Moore)
Kevin Bond (coming from Moore)

GRADUATES

11 DBA (plus marshal)
12 DBA
Masters

Commencement Convocation – Boone
RAIN PLAN INSTRUCTIONS
2 PM

1. Arrive at 1:20 PM and meet in the Boone Classroom Hallways. The flags will be in place inside the Convocation Center.
2. Dr. Heidi Ventura and Dr. Julie Rigsby will assist all platform participants, faculty, and graduates in lining up in the classroom hallway. Dr. Ventura will lead the left line of faculty and students through Boone #107 and Dr. Rigsby will lead the right line of students through Boone #109.
3. The DBA candidates (41 pink name cards) will line up first.
Right Line: DBA (22 pink) followed Masters candidates (84 white) – 106 in right line.
Left Line: DBA candidates (19 pink) followed by Masters candidates (78 white). 93 in left line, plus 1 reserved DBA seat and 3 reserved masters seats. (9 rows) Total of 203 graduates.
4. The march will begin at 1:20 PM, as directed by Dr. Hiatt.
5. After the trumpeters play, Dr. Boone, carrying the mace, will proceed alone down the center aisle to the platform while everyone else remains in place. Dr. Boone will convene the commencement, then the line of march will resume as the processional is played.
6. Dr. Jim Hiatt (Room #107) and Dr. Jonathan Bartling (Room #109) will lead platform participants. Dr. Jea Agee will lead the faculty through room #107, and to their seats on the first row of the section on left side of the platform.
7. Faculty/Student Marshals Dr. Heidi Ventura (#107) and Dr. Julie Rigsby (#109) will proceed up the left and/or right aisle and seat the students in the middle rows of chairs, counting 11 seats in the first row and then 12 seats (see excel sheet sent separately) in all other rows of their section, until all graduates are seated. Marshals will then take their reserved seats, each at the far end of the first rows of graduates.
8. Everyone remains standing through the invocation.
9. After the chairman of the board congratulates this year's graduates, Dr. Middendorf will give some general instructions and will introduce the faculty marshals, student marshals, and flag bearers. Marshals and flag bearers will stand and be recognized as a group and be seated as a group.
10. Dr. Middendorf will ask the graduating class to stand, and Dr. Boone will confer the degrees.
11. When he asks that the "names be called," the feed will end, and this ceremony will go live.
12. Dr. Hiatt will have the graduates seated for further instructions after which he will ask the platform participants to take their positions. Dr. Bartling will go to the west side of the platform from where he will call the names. Dr. Hiatt, Dr. Rick Mann, and Ms. Jennifer Showalter will move to positions to congratulate the graduates. Dr. Brandee Norris will assist in handing diploma covers to Dr. Hiatt one at a time as he delivers them to the graduates passing through.

Dr. Tim Gaines will assist Dr. Norris by removing stacks of covers from the bookshelves (8 or so at a time) and handing them to Dr. Norris as the stack in her arms becomes depleted.

13. The marshals will assist the graduates in moving to the ramp leading to the platform and returning to their seats, starting with the Masters candidates. The marshal on the right will lead each line to the platform ramp. The marshal on the left will lead the graduates back to the same row they were in and direct them to be seated as a row once all students have returned to the row. The marshal will escort all students, leading the full row from both sections, until all masters graduates have been escorted to the platform. Once this is completed, the marshals will return to escort the doctoral students to the platform. When all graduates have crossed the platform, marshals will return to their seats.
14. It is important that the line of graduates at the stairs always be long enough to ensure that graduates are walking across the stage at a good pace, but that it is not too long to block the view of those in the audience.
15. Dr. Jonathan Bartling will lead in the *Trevecca Hymn*. Congregation to remain standing for the Benediction.
16. Dr. Kathy Mowry will pronounce the Benediction. Congregation to remain standing for the singing of the *Alma Mater*.
17. Dr. Bartling will lead the *Alma Mater* and dismiss the Commencement.