

## COMMENCEMENT – May 4, 2024 – 2 PM RAIN PLAN

### INSTRUCTIONS FOR MOORE GYMNASIUM

Faculty and board members should assemble at 1:20 PM on Saturday, May 4.

Faculty will line up in the basement of Moore Gymnasium. The flags will be in place in Moore. Platform participants will line up behind Dr. Boone and Dr. Middendorf. The Faculty Marshals, Dr. Prilla Speer and Ms. Beth Purtee, will assist in the lineup.

The *Platform* participants will march in and be seated in the chairs to the left / right of the platform. Faculty will follow and be seated in the first 2 rows, as directed by Faculty Marshals, Prilla Speer and Beth Purtee. The graduates will be seated in the next 10 *Reserved for Graduates* rows, as directed by the Student Marshals, Dr. Jon Burch and Dr. Melinda Burch. 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. During the recessional, faculty will exit immediately after the platform participants, with Faculty Marshals directing you as you leave, followed by the students. Dr. Judy Bivens and Ms. Sarah Keil will move their chairs into the aisle at the last row of graduates.

### Line of March 2023

#### COMMENCEMENT – RAIN PLAN

##### Left of Platform

Dr. Dan Boone  
Dr. Brian Wilson  
Dr. Brodrick Thomas

##### Faculty Line-Up (10 + marshal)

**Faculty Marshal:** Dr. Prilla Speer  
Ms. Gissela Kroll  
Mr. Kevin Bond  
Mr. Max Foster  
Dr. LaMetrius Daniels  
Dr. Tim Green  
Dr. Suzie Harris  
Dr. Terry Schofield  
Mr. Paul Winkler  
Ms. Peg Cooning  
Ms. Melinda Miller

##### 2<sup>nd</sup> row

*Dr. Jeff Wells*  
*Dr. Julie Barnes*  
Dr. Don Harvey  
Dr. Andrew Burnham  
Dr. Tavia McLeod  
Dr. Vivian McCord

**Student Marshal:** Dr. Andrea Fowler  
GRADUATES

**Floor Marshal:** Dr. Judy Bivens

##### Right of Platform

Dr. Tom Middendorf  
Dr. Jon Burch  
Dr. Sam Green

##### Faculty Line-Up (10 + Amy + marshal)

**Faculty Marshal:** Ms. Elizabeth Purtee  
*Ms. Amy Conditt* (name reader)  
Dr. Yolanda Statom  
Dr. Michael Christian  
Dr. James Mayo  
Ms. Nicole Young  
Dr. Susan Lahey  
Dr. Alice Patterson  
Dr. Kristin Bledsoe  
Dr. Ryan Longnecker  
Dr. Jana Roberts  
Ms. Jessica Dykes (diplomas)

##### 2<sup>nd</sup> row

Dr. Aimee Isenberg  
Dr. Sara Hopkins  
Mr. Jeff Cox  
Dr. Paul Christianson  
Mr. Craig Adams

**Student Marshal:** Dr. Mindy Burch  
GRADUATES

**Floor Marshal:** Ms. Keyna Vandervort

## Commencement Convocation – Moore Gymnasium

### RAIN PLAN INSTRUCTIONS

**2 PM**

1. Arrive at 1:20 PM and meet in the lower level of Moore Gymnasium. Flags will be in place inside Moore.
2. Dr. Prilla Speer and Ms. Beth Purtee will assist all platform participants, cabinet, board members, and faculty in lining up in the basement hallway, in front of the graduates. IT IS IMPORTANT TO REMEMBER WHEN LINING UP IN THE LOWER-LEVEL HALLWAY, DR. BOONE WILL BE ON THE RIGHT AND DR. MIDDENDORF WILL BE ON THE LEFT. (This is similar to STAGE LEFT and STAGE RIGHT.) THEN, WHEN THEY LEAD THE LINE UP STAIRS, DR. BOONE WILL PROCESS IN THROUGH THE LEFT DOORS to the center aisle AND DR. MIDDENDORF WILL PROCESS THROUGH THE RIGHT DOORS to the center aisle.
3. Student marshals, Dr. Adrea Fowler and Dr. Mindy Burch, assisted by Quad Marshals Dr. Judy Bivens and Ms. Keyna Vandervort, will line up graduates behind the platform participants and the faculty.
4. **GRADUATE LINE-UP:** Doctoral candidates will line up first. Name cards are color coded: PhD (orange) EdD (green). FTF will be noted.  
Left Line (Moore Basement - Dr. Middendorf's side): The PhD candidates (3 orange) will line up first, then EdD F2F grads (14 marked green), then EdD online (51 green), and then all other masters (53 off white).  
Right Line (Moore Basement – Dr. Boone's side): EdD F2F grads (15 marked green), then EdD online (45 green), Specialist (15 blue), and then all other masters (45 off white).  
**REMINDER:** The left line in the basement (Dr. Middendorf) will march in on the right upstairs. The right line in the basement (Dr. Boone) will march in on the left upstairs.
5. The march will begin to move up the stairs at 1:50 PM, as directed by Dr. Middendorf. The line of march is on the next page.
6. 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.
7. Dr. Tom Middendorf and Dr. Brian Wilson will lead platform participants. Dr. Prilla Speer and Ms. Beth Purtee, Faculty Marshals, will direct faculty to the first two rows on the right and left side of the center aisle. There will not be any faculty in the second row on Beth's side.
8. Student marshals will proceed up the center aisle, and seat the students in the middle white chairs, counting 14 seats in the first row and then 15 seats on each side in all other rows, until all graduates are seated. Marshals will then take their reserved seats, each at the far end of the two first rows of graduates. Dr. Bivens and Ms. Vandervort will move their reserved seats to aisle behind the last row of graduates.
9. Everyone remains standing through the invocation.

10. **Golf Cart for Graduates:** Following James Mayo's response, James, Gissela, Kevin, and Nicole will make their way to the foyer where a golf cart will be waiting to take them to Boone for awarding of degrees. A seat on the 1<sup>st</sup> row of graduates will be reserved for them.
11. 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 floor marshals. Marshals will stand and be recognized as a group and be seated as a group.
12. Dr. Middendorf will ask the graduating class to stand, and Dr. Boone will confer the degrees. When he asks that the names be called, the marshals will assist the graduates in moving to the steps leading to the platform and returning to their seats. The marshal on the right will lead graduates beginning with the Specialists, taking a full row of students from both sections to the platform steps. 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 continue escorting all masters students, leading the full row from both sections, until all masters graduates have been escorted to the platform. Then they will return to the front and begin escorting the doctoral students to the platform. Once this is completed, the marshals will return to their seats.

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.

13. Dr. Sam Green will lead the *Alma Mater* and dismiss the Commencement.