

Day of Event Instructions for Graduates

CEE GRADUATION CELEBRATION

Sunday, June 10, 2018

Husky Union Building (HUB) Ballrooms

Graduates should plan to arrive at the venue no later than 1:15 PM.

Academic attire is recommended, but not required.

TIME	EVENT	LOCATION
1:00 PM	<ul style="list-style-type: none"> * Graduates and guests begin to arrive. * <i>Graduates: Pick up your name card in north prefunction room.</i> * Seating begins for those needing disability accommodations or special assistance, and PhD guests with tickets. 	HUB 2 nd floor. <i>Graduates: Read instructions below.</i>
1:15 PM	<ul style="list-style-type: none"> * Doors open for guest seating 	Main entry of HUB ballroom.
1:30 PM	<ul style="list-style-type: none"> * Graduates and faculty line up for procession. * Line up order: 1) Faculty, 2) 50th Reunion Class, 3) PhD, 4) MST, 5) SCTL, 6) Master's, and 7) BSCE graduates. 	<i>BSCE, MST, SCTL & Master's graduates: Line up in the HUB north prefunction room.</i> <i>Faculty & PhD graduates: Line up in common area (outside of north prefunction room).</i>
2:00 PM	<ul style="list-style-type: none"> * Procession of faculty and graduates begins. <i>See Procession Diagram for procession route.</i> 	<i>Graduates: Follow staff instructions to reserved seating area in center section of ballrooms.</i>
2:05 PM	<ul style="list-style-type: none"> * Ceremony <ul style="list-style-type: none"> Chair's Welcome & Congratulations 50th Reunion Class Recognition Student reflections Presentation of awards Keynote speaker Recognition of graduates (see diagram) Closing 	<i>Graduates: See Recognition of Graduates Diagram for route to stage and back to seats. (Order of recognition: BSCE, MSCE, SCTL, MST and then PhD.) Staff will be present to guide students.</i>
3:30 - 4:30 PM	Graduation Reception with light refreshments.	HUB ballrooms, north prefunction room and south prefunction areas.

Please carefully read the following day-of-event instructions to ensure a successful event.

BSCE, MST, SCTL and Master's graduates: Upon arrival, go to the north prefunction room to pick up your name card and wait to line up for the procession. The name cards will be arranged on tables in the north prefunction room, sorted in alpha order by last name.

PhD graduates: We recommend that you pick up guest tickets (exclusive for PhD guests) in More Hall 201 before Friday, June 8. Upon arrival at the HUB, go to the area outside the north prefunction room and receive your name card (and guest tickets, if not previously picked up) from Melissa. Stay in this area until the line-up for the procession. ***Do not wear your hood when you arrive.*** Come with it draped over your arm. You will practice the hooding with your committee members while you wait for the procession line-up. During the student recognition part of the ceremony, your committee will come forward to participate in your "hooding."

Name Cards: *Do not fold, roll up, or otherwise play with your name card, or lose it.* You will hand the name card to the announcer before you enter the stage during the student recognition part of the ceremony, *so your name must be easy to read!* If you provided a phonetic pronunciation of your name when you submitted the CEE RSVP online, this will be printed on your card along with your full name. If you wish to add, correct, or change the pronunciation, please make careful and legible edits on the card with the pens provided.

Line-Up for the Procession begins at 1:30pm. The order of line-up will be faculty and 50th Reunion Class members, followed by PhD, MST, SCTL, Master's and BSCE. Graduates do not need to line up in any particular order and may stand next to friends within their degree level.

See the *Procession Diagram* for the procession flow and designated graduate seating in the HUB ballroom. Staff members will be available to guide graduates throughout the event.

Entry procession: The procession begins at 2:00PM. The procession will start at the back of the room and continue around the room (see Procession Diagram). Graduates will be assisted by staff to their designated reserved seating areas. Faculty will be assisted by staff to the stage where they will remain standing throughout the Chair's welcome. ***Upon arriving at your designated seating area, please remain standing until instructed to sit down. CEE Staff will help direct you to your seat.*** Reserved seating for PhD candidates will be at the front of the room. MST and SCTL candidates will be directed to start a new row behind the PhD candidates. Masters' candidates will then start a new row behind the MST and SCTL candidates. The Bachelors' candidates will then start a new row behind the Masters' candidates. Bachelors' candidates will continue filling the rows until all bachelors' candidates have found their seats. ***All graduates will remain standing until directed to sit as a group by Chair as part of his opening remarks.***


Student Recognition: Each graduate will be recognized individually on stage during the student recognition part of the ceremony, so it is important that you have your name card with you when your row is directed by a staff member to rise to approach the stage. A staff member will direct a row of graduates to rise, *one row at a time*, starting at the front of the room. In a single file, graduates will proceed to the back of the room, go left, staying close to the side wall, and will proceed to the front of the room (see Recognition of Graduates Diagram). As the last person in the row exits, the first person in the next row will follow. Stand as close to the wall as possible to avoid blocking views and access.

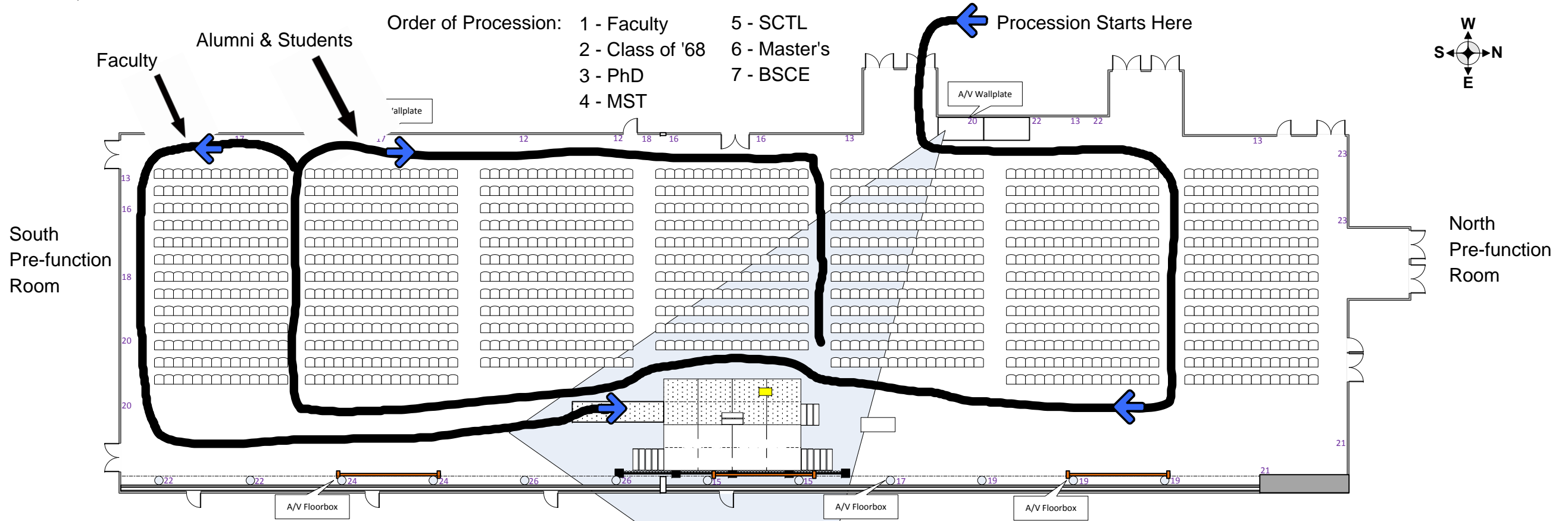
As you are directed to proceed to the stage, follow those in front of you with even spacing. Please do not bunch up! As you reach the stage, hand your name card to the announcer. When your name is read, proceed to center stage, shake hands with the Chair and exit the stage on the opposite side. You will receive your graduation pin after exiting the stage. Continue along the wall aisle to the back of the room. A professional photographer will be set up to take your picture at the back of the room. After your picture is taken, return to your original seat and sit down.


PhD Candidates: You will be the last group to be called up to the stage. Hand your name card to the announcer. When you walk on to the stage, you will shake hands with the Chair and be greeted by your faculty mentors. Present your hood to your faculty mentor(s) (or alternate) for the hooding ceremony. After your hooding is completed, shake hands with your committee, and exit the stage on the opposite side you entered. *Please remain as a group at the bottom of the stairs, off stage, until all of the doctoral graduates have been hooded. All doctoral graduates will then be called back up on stage to be recognized as a group.*

Reception: A reception including desserts and beverages will follow. Refreshment tables will be placed throughout the ballrooms and north and south prefunction areas. Professional photographers from GradImages will be available to take photos upon request during the reception. ***Congratulations!***


2018 CEE Graduation Celebration: Procession

 HUSKY UNION BUILDING UNIVERSITY of WASHINGTON HUB Event & Information Services <h2 style="text-align: center;">Ballroom</h2>	Department/Organization CEE Graduation	Event Name 2018 Graduations	Event Date(s) June 2018	
	A/V & Equipment 2 tiered medium stage (24'wx8'dx2'h AND 24'w x 8'd x 4'h) House PA, Mic on Lectern, Computer Audio Cable, Wireless Hand Held Mic 2 Data Projectors & Screens (please note, center screen not available) Platform for Cameras HUB Camera for IMAG, Stage Lights (white stage wash only)	Setup Notes Lecture for 1340, 1 Display Table by Stage, 22 Chairs on Stage See diagrams for prefunctions		Date Updated
	File Save As CEE_Grad_2018_LS1340			



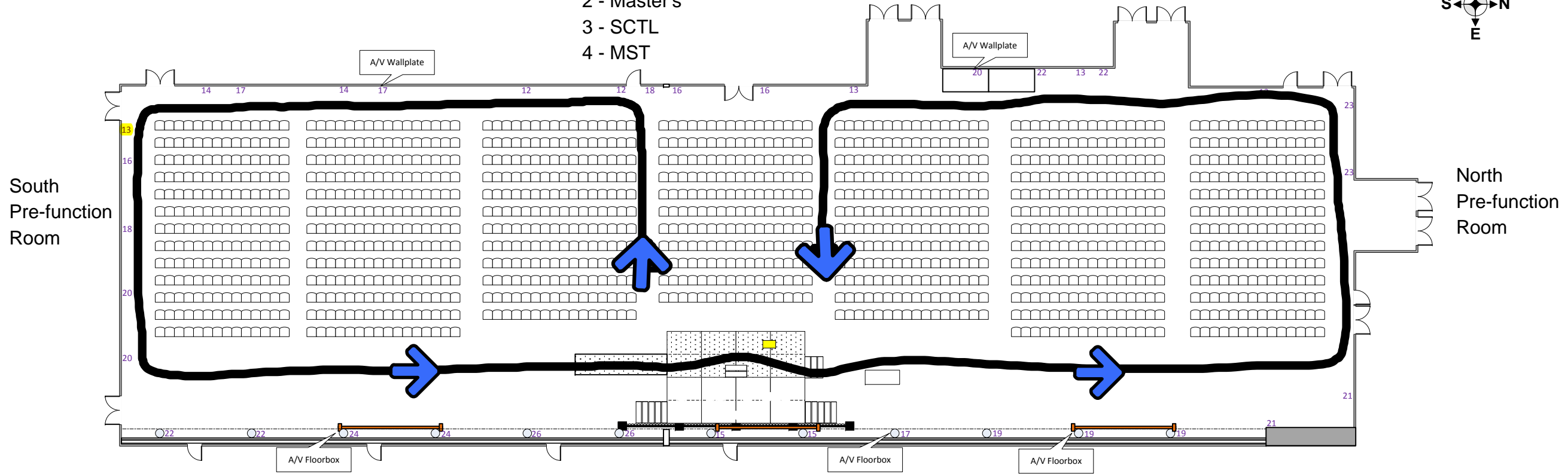
Standard Set Open Space	Capacities Lecture 1404 Banquet 672	Scale 1 inch = 20 feet 	Area Square Feet 13,200	Built-in Equipment House PA* (up to 4 mics included), 3 Data Projectors, 3 Screens, Performance Lighting *Performance Level PA available w/ Stage on South Wall	Questions HUB Event & Information Services Box 352230 (206)543.8191/hubres@uw.edu
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2018 CEE Graduation Celebration: Recognition of Graduates


 HUSKY UNION BUILDING UNIVERSITY of WASHINGTON HUB Event & Information Services <h2 style="text-align: center;">Ballroom</h2>	Department/Organization CEE Graduation	Event Name 2018 Graduations	Event Date(s) June 2018	
	A/V & Equipment 2 tiered medium stage (24'wx8'dx2'h AND 24'w x 8'd x 4'h) House PA, Mic on Lectern, Computer Audio Cable, Wireless Hand Held Mic 2 Data Projectors & Screens (please note, center screen not available) Platform for Cameras HUB Camera for IMAG, Stage Lights (white stage wash only)	Setup Notes Lecture for 1340, 1 Display Table by Stage, 22 Chairs on Stage See diagrams for prefunctions		Date Updated
	File Save As CEE_Grad_2018_LS1340			

Order of Recognition: 1 - BSCE 5 - PhD

- 2 - Master's
- 3 - SCTL
- 4 - MST



All components of the diagrams are subject to change. Illustrated diagrams and their components are estimations only. Please contact our office with any additional questions.

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