Indiana University East

REHEARSAL INSTRUCTIONS
Thursday, May 11, 2017 (5:00-6:30)
Richmond High School

I. On Thursday evening, May 11th (5:00 – 6:30), IU East will conduct a commencement rehearsal at Richmond High School.

A. Candidates for graduation – please gather in the RHS cafeteria by 5:00 p.m.
   1. Once in the cafeteria, line-up behind your school’s sign (i.e., Business, Education, Nursing, etc…)
   2. Please silence your cellphones.
   3. Staff will distribute honors cords to those December 2016 and May 2017 students who have qualified for them.
      a. Please wear your honor cords at commencement (over your left shoulder).
      b. If your name does not get read, but you believe it should have been, please contact your School Dean.
   4. Staff will also distribute veterans’ service cords and commemorative challenge coins.
   5. Once everyone is lined-up, we will begin the processional march from the cafeteria to the Tiernan Center. Candidates will be led by their school’s banner carrier.
   6. As you march in to the Tiernan Center you will be directed to your seat, where you will remain standing. Further instructions will follow from the podium.

II. The order of the procession is:
   A. Grand Marshal
   B. Graduating class (led by their school’s banner carrier)
   C. Faculty
   D. Platform party

III. When everyone is in their place in the Tiernan Center, we will proceed through the commencement script. At the appropriate time in the script, we will announce, “Be seated.”
   A. The announcement of your names and crossing the platform.
   B. Precede one row at a time to the stage.
      1. Walk up the steps (right of the platform), give your (imaginary) name card to the Registrar. [You will have an actual name card Friday for commencement.]
      2. When Mr. Hicks reads your name, proceed across the stage. Your school Dean will congratulate you. As Chancellor Cruz-Uribe congratulates you, you will be given a diploma cover, and then you will descend the steps on the left side.
      3. Return to your seat and remain standing.
      4. Do not sit until your entire row has returned.
IV. Practice the recessional
A. Platform party will leave first
B. Faculty will follow the platform party
C. Graduates will exit after the faculty, beginning with the first row. Remain seated until the usher indicates that it is time for your row to exit. Each row will exit when the usher indicates.

Reminders for Friday night’s Commencement Ceremony (May 12)
A. Arrive at Tiernan Center by 5:00 p.m. *(earlier if you are getting photos: 4 p.m.)*
B. Proceed immediately to the RHS cafeteria.
C. Leave personal belongings with family or friends.
D. Line-up in numerical order, according to a name card that you will be given on Friday night in the cafeteria.
E. Tassels on the right and honor cords on the left. (Master’s tassel can be on the left.)
F. **When signaled, we will begin the procession/march** from the cafeteria to the Ceremony. Please hold on to your name card.
G. In the Tiernan Center, do NOT talk to or joke with Terry who is trying to get everyone to their seat.
H. After commencement, go to the smaller auxiliary gym to turn-in your gown. You will keep your cap, tassel, and sash; but...you need to turn in the gown.

Where you are sitting tonight (i.e., for Rehearsal) is not where you will be sitting tomorrow night for commencement. Tell your family that you will be seated alphabetical by School, by Degree, and by Last Name (just like in the Program that they will have in their hand).

Announcement regarding proper crowd etiquette. Please, please, please ask your family and friends to remain in the auditorium until the commencement ceremony ends and, if they must go to the foyer, that they remain quiet. Thanks!

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<table>
<thead>
<tr>
<th>Banner line-up</th>
<th>Banner Carrier</th>
<th>Banner Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grand Marshall Mace</td>
<td>Angie Cooksey (FS Pres.)</td>
<td>(right of center line)</td>
</tr>
<tr>
<td>2. Indiana University East</td>
<td>M. Blakefield (Dean of Students)</td>
<td>(left of center line)</td>
</tr>
<tr>
<td>3. Business &amp; Economics (BUSE)</td>
<td></td>
<td>(right of IUE)</td>
</tr>
<tr>
<td>4. Education (EDUC)</td>
<td></td>
<td>(left of BUSE)</td>
</tr>
<tr>
<td>5. Humanities &amp; Social Sciences (HSS)</td>
<td></td>
<td>(right of EDUC)</td>
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<tr>
<td>6. Natural Sci &amp; Mathematics (NSM)</td>
<td></td>
<td>(left of HSS)</td>
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<tr>
<td>7. Nursing (NURS)</td>
<td></td>
<td>(right of NSM)</td>
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<tr>
<td>8. Social Work (SWK)</td>
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