# Carver-Hawkeye Arena Commencement Run of Show

## Ceremony Information

|  |  |
| --- | --- |
| **College** | Select College |
| **Ceremony Location** | Carver-Hawkeye Arena |
| **Date** | **Select Ceremony Date** |
| **Start Time** |  |
| **Estimated Number of Graduates** |  |

## Collegiate Commencement Coordinator Primary Contact

|  |  |
| --- | --- |
| **Name** | **Phone** |
|  |  |

## Conferring Official

|  |  |
| --- | --- |
| **Name** | **Position Title** |
|  | Select Title |

## Ceremony Run of Show Example

This is meant to serve as a guide. Please complete with details applicable to your ceremony.

|  |  |  |
| --- | --- | --- |
| **Time** | **Location** | **Activity/Instructions** |
| 8:00 a.m. | Hadley Room | Platform officials and marshals check in here.* Wait for instructions to move to the arena tunnel.
* Leave purses, coats, and personal items behind in the Hadley Room. (A security officer is assigned to the room during the ceremony.)
 |
| 8:45 a.m. | Tunnel | Platform party moves to the arena tunnel.* Confirm ceremony sequence of events.
* Prepare for procession into the arena by forming two lines.
* **Stage Right** (list names here)
* **Stage Left** (list names here)
 |
| 9:00 a.m. | Stage | Start of Ceremony* Disruption Announcement plays.
* “Celebrating Iowa” video plays.
 |
| 9:05 a.m. | Stage | Faculty Marshal leads the faculty procession.* The Faculty Marshal asks the audience to rise.
* Faculty procession begins when the quintet/music starts playing.
* Platform officials' seats will be marked.
* Stand when you arrive at your seat until after the national anthem.
* Caps may be removed when everyone is seated.
 |
| 9:15 a.m. | Stage Left Podium | Dean **XX** welcome* Platform officials rise when introduced.
 |
| 9:30 a.m. | Stage | Speakers * Speaker **XX** (center podium)
* Student Speaker (center podium)
* President Wilson (left podium)
 |
| 9:45 a.m. | Stage Center Podium | Conferral of Degrees* Name readers
* Name reader **XX** (left podium)
* Name reader XX (right podium**)**
* Dean and President center stage shake hands
 |
| 10:25 am | Stage Center Podium | Closing Remarks* Dean **XX** at center podium
 |
| 10:30 am | Tunnel | Recession* Conferring officials exit the stage.
* Faculty Marshal adjourns the ceremony.
* Return to the tunnel.
 |
| 10:35 a.m. | Hadley Room | Pick Up Personal Items* Conferring officials return to Hadley Room to pick up personal items.
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