# Carver-Hawkeye Arena Commencement Run of Show

## Ceremony Information

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| --- | --- |
| **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.

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| --- | --- | --- |
| **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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