# Hancher Auditorium Commencement Run of Show

## Ceremony Information

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| --- | --- |
| **College** | **​​Select College** |
| **Ceremony Location** | Hancher Auditorium |
| **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.  | ​​​Performer's Lounge | Platform officials and marshals check in with staff.* Wait for instructions to line up backstage.
* Leave personal items behind.
 |
| 8:15 a.m.  | ​​ Strauss Rehearsal Hall | Students arrive.* Line up by department.
* Receive name cards.
 |
| 8:30 a.m.  | ​​ Hancher Enteryway Steps | Student Group Photo **(Optional)*** Proceed to entryway stairs for group photo.
 |
| 8:55 a.m.  | ​​ Performer's Lounge | Platform party moves hallway behind the performers’ lounge. * Confirm ceremony sequence.
* Line up Stage Right **(list names)**.
 |
| 8:55 a.m.  | ​​ Hancher Enteryway Steps | Students enter the auditorium. **Include Door** * Line up by department.
* Enter auditorium.
 |
| 9:00 a.m.  | ​​ Performer's Lounge | 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.
 |
| 9:05 a.m. | Stage | Start of Ceremony* Disruption Announcement plays.
* ‘Celebrating Iowa” video plays.
 |
| 9:20 a.m.  | ​​ Stage Center | Dean **XX** welcome  * Platform officials rise when introduced.
 |
| 9:25 a.m.  | ​​ Stage | Speakers  * Speaker **XX** (right podium)
* Student Speaker (right podium)
* President Wilson (left podium)
 |
| 9:40 a.m.  | ​​ Stage | Conferral of Degrees* Name reader
	+ Name reader **XX** (left podium)
* Dean and President center stage to shake hands
 |
| 10:15 am  | ​​ Stage | Closing remarks * Dean **XX** at right podium
 |
| 10:20 am  | ​​ Stage | Recession * Conferring officials exit the stage.
* Faculty Marshal adjourns the ceremony.
* Return to the Performer’s Lounge.
 |
| 10:30 a.m.  | ​​ Performer's Lounge | Pick Up Personal Items * Conferring officials return to Performer’s Lounge to pick up personal items.
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