# 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. |