

## FACULTY AND STAFF COMMENCEMENT DAY INFORMATION

**DECEMBER COMMENCEMENT is Saturday, December 13, 2008**

**JUNE COMMENCEMENT is Saturday June 13, 2009**

*All faculty and staff are invited and encouraged to participate in the commencement day activities.*

### **THOSE WHO PLAN TO WALK IN THE PROCESSIONAL:**

Send an email to Becky Ibbotson at [bibbotso@kettering.edu](mailto:bibbotso@kettering.edu) at least four weeks prior to commencement and indicate whether you have your own regalia or need to have an order placed for you.

### **THOSE WHO WOULD LIKE TO VOLUNTEER TO HELP OUT:**

There are several areas needing faculty and staff volunteers on commencement day. If you are interested in helping out, contact Becky Ibbotson at [bibbotso@kettering.edu](mailto:bibbotso@kettering.edu) or at extension 9587.

### **COMMENCEMENT DAY SCHEDULE:**

#### **8:30 – 10:00 a.m. – Reception**

A faculty-hosted reception will be held in the International Room (5<sup>th</sup> Floor of the Campus Center) prior to Commencement. All faculty and staff are strongly encouraged to attend and socialize with the graduates and their families prior to commencement.

#### **10:00 – 10:55 a.m. – Assemble and line up for the processional:**

All Vice Presidents and the main platform party will assemble in the Alumni Lounge (3<sup>rd</sup> Floor of Recreation Center). A Kettering staff member will be designated to assist with lining up.

All other faculty and staff will assemble in the Exercise Room (3<sup>rd</sup> Floor of the Recreation Center). Two faculty marshals will be designated to give instructions.

All marshals will be given specific instructions at a marshal's meeting for duties.

#### **11:00 a.m. – Ceremony begins.**

#### **Post Commencement Reception Line:**

All faculty and staff who are seated on the side stages will be lead out by their faculty marshal to form a reception line to congratulate the graduates as they exit the area. It is not necessary to shake each graduate's hand – a simple "congratulations" is all that is necessary. Once the last graduate has gone through the line, all faculty and staff may exit the area. There is no formal recessional for the faculty and staff to exit.

**QUESTIONS** can be directed to Becky Ibbotson at ext. 9587 or [bibbotso@kettering.edu](mailto:bibbotso@kettering.edu).