

Minutes for Graduation Committee Meeting held on 05/07/08

Graduation 2008 is requesting more support from all who are willing to assist. As you know Graduation will be held at the Civic Center on June 5, 2008. In our last meeting discussion centered on several issues:

1. The room is different **logistics** (six doors to enter and exit) Set-up chairs and carpet layout for processional
2. Line-Up graduates (who will assist?)
3. **No space for faculty** and staff to change.
4. **Small space for tables used to greet graduates** and hand out contact cards along with medallions.
5. Where to house vendor?
6. **No \$ for graduation soloist** (talent) (who at Trade will perform for free or small compensation?)
7. Pressing or steam iron of the flags (who) Phil has the flags
8. **Ushers we need a lot** (to assist with seating and handing out programs) Making sure no food or drink is allowed also at the entrance to direct people to the venue making sure that balloons do not enter.
9. **Mace for the Grand Marshall** (Che Chancy may we borrow the one from last year?)
10. Contact the **Graduation speaker for measurements** for regalia and Bio (David or Carole?)
11. **Folding and Stuffing Letter** to graduates (Where and when?) this needs to be done by Monday 5/12/09
12. **Assist with medallions** for students while they wait for the processional (who can help?)
13. **Flag Bearers for the different** Departments (who will organize?)
14. Faculty Senate **President will assist with Mona Fields.**
15. How should we **layout the carpet based** on the different room configuration?
16. **Walk-through (scheduled another one for Tuesday 5/13/08 @ 8:00 a.m.)**
17. **Water for the platform guest. (Who will assist?)**
18. **Escorts for the graduates as they come down the stairs from the platform.**
19. Crowd control when pictures are being taken.
20. **Signage on campus** and at the convention center(David Esparza will help)
21. **Set-up on Campus** (Phil and Melain does the work-order)
22. **Poles** needed for the **campus** to set-up departments during (meet and greet) the morning faculty and student activities (who is in charge?)
23. **Painting and Decal** fir Diploma Box (Was this Phil?)