

TO: Board of Trustees, Administrators, Faculty, and Professional Staff
FROM: Dan Zwonitzer
SUBJECT: 2019 Graduation Instructions
DATE: April 23, 2019

1. Board members, administrators, faculty, and professional staff assemble in the Board Room at Storey Gymnasium (east of the Laramie County School District #1 Administration Building, 2810 House Avenue) **by 9:15 a.m. on Saturday, May 18.**
2. Formal processional into the auditorium is at 10:00 a.m. in the following order (see diagram on back).

Seating assignments and procession order

Most Senior Faculty, Mace Bearer
(David Zwonitzer)

President, President's Cabinet:

- (1) Dr. Joe Schaffer
- (2) Dr. Clark Harris
- (3) Judy Hay
- (4) Rick Johnson
- (5) Dr. Kim Bender
- (6) Lisa Trimble
- (7) Tammy Maas
- (8) Dr. Brady Hammond

Speaker

(16) Gov. Mark Gordon

Students

(17) Derek Goldfuss, SGA Pres

Guests

(18) Sandy Caldwell, WCCC

(19) Julia Newman, WCCC

Board of Trustees

- (9) Janine Thompson
- (10) Butch Keadle, ACC
- (11) Carol Merrell
- (12) Brenda Lyttle
- (13) Bob Salazar, Secretary
- (14) Wendy Soto, Vice-Chairman
- (15) Jess Ketcham, Chairman

Faculty, Administrators, and Professional Staff (two columns)

Graduates (one column)

3. Following the processional, please remain standing for a moment of silence and the national anthem.
4. The individuals on the stage will be introduced at the beginning of the ceremony. When you are introduced, please ***stand and remain standing*** until all introductions have been made.
5. During the presentation of degrees and certificates, President **Joe Schaffer** will stand in front of the diploma table, present each graduate with a diploma cover and shake his/her hand. Vice-President **Clark Harris** will hand the cover to Joe Schaffer. Chairman **Jess Ketcham** will stand at the end of the diploma table, behind Joe Schaffer, and will shake hands with each graduate (see notes on diagram).
6. At the conclusion of the ceremony, there will be a formal recessional:
 - a. **David Zwonitzer** will pick up the mace.
 - b. Individuals on stage will exit stage right down the stairs and follow the mace up the aisle and through the *east exit doors* into the lobby.
 - c. Faculty will follow the marshals through the center aisle and exit through the *northwest exit doors* into the lobby.
 - d. Please join the students outside for an informal reception.
7. Administrators, faculty, and professional staff that received purchased regalia do not need to return their regalia. This is theirs to keep and use at future commencement exercises. Administrators, faculty and professional staff are responsible for their regalia. If they are lost or damaged, it is the responsibility of the individual to purchase/rent regalia for future commencement. Do not leave regalia at Storey Gym following graduation.