



# COMMENCEMENT 2015

**TO:** Faculty & Administrators

**FROM:** Lesley Frederick  
Vice President, Student Services

**DATE:** May 6, 2015

**SUBJECT: 2015 COMMENCEMENT ACTIVITIES**

I hope you can join us in honoring our graduating students by participating in the annual commencement activities listed below.

## **COMMENCEMENT**

On Friday, May 15 the Commencement ceremony will be held at the Prairie Capital Convention Center, 1 Convention Center Plaza (Eighth Street between Adams and Washington Streets), Springfield, and will begin promptly at 7:30 p.m. with the processional. Please come to the south ramp leading to the lower level (Adams Street side) by **7 p.m.** so that we can assemble you in the order of the line of march. The doors at the southeast corner (9th and Adams Streets) of The Center will be opened to allow you direct access to the line-up area. The seating in The Center will be similar to last year; the graduates will be seated in the center two sections flanked on both sides by rows of intermingled faculty and administrators. *The line of march, along with a diagram of the processional, is attached to this memo.*

**Please note:** Due to liability issues, there will **NOT** be a place to check your personal belongings. A coat rack will be available but **will not** be supervised. Please leave anything you do not wish to carry in your vehicle.

### **Processional**

**FIRST:** The Board of Trustees and platform members will proceed into The Center's main hall; graduating students, faculty and administrators will remain at their designated locations until the platform members are at their seats.

**SECOND:** When members of the platform party are at their seats, there will be a pause in the music followed by a fanfare, and then faculty and administrators will proceed to their row of seats on each side of the center graduates' section, led by the two faculty marshals. A program will already be in your chairs—it will not be necessary to pick one up from the ushers.

**THIRD:** There will be a pause in the music, followed by a fanfare, and the graduating students, led by the marshals, will proceed to their rows of seats.

### **Recessional**

The platform, followed by the faculty and administrators, will move up the inside two aisles and then back to the east end Robe Return area. Again, the two faculty marshals will lead the faculty and administrators out.

**PARKING**

Parking will be available in the following locations near the Prairie Capital Convention Center:

9th and Washington Streets (south east corner)	No Charge (after 5:30 p.m.)
9th and Washington Streets (north east corner)	
On Street	No Charge (after 5:30 p.m.)
<u>Sangamon County Parking Lot</u>	Special Event Parking Fee (\$5)
9th and Adams Streets (south west corner)	
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<u>Convention Center/President Abraham Lincoln Hotel</u>	Special Event Parking Fee (\$5)
Parking Ramp, 7th and Washington Streets	
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THE FOLLOWING TABLE SHOWS THE DATES AND ACTIVITIES OUTLINED ABOVE:

<b>DATES</b>	<b>TIMES</b>	<b>ACTIVITIES</b>	<b>LOCATIONS</b>
May 15	7 pm	Arrive with robe & hood	PCCC South ramp to lower level (Adams St. side)
	7:30 pm	Commencement Ceremony	PCCC

**PLEASE FEEL FREE TO CONTACT MY OFFICE WITH ANY FURTHER QUESTIONS 217-786-2213.**

# Faculty & Administrative Processional & Recessional

9th Street - EAST

