



COMMENCEMENT 2017

TO: Faculty & Administrators

FROM: Lesley Frederick
Vice President, Student Services

DATE: May 10, 2017

SUBJECT: 2017 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 12, 2017 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 arrive no later than **7 p.m.** so that we can assemble you in the order of the line of march. There will be plenty of signs posted directing you to the line up area so please look for them and follow accordingly. **Please note that in addition to LLCC's Commencement taking place, Springfield's Fat Ass 5K Street Party will also be held Friday night downtown Springfield in preparation for the race on Saturday. Parking will be a challenge so please plan plenty of travel time to allow for the additional traffic and limited parking.**

Street closure information is as follows: 7th street will be open between Jefferson street and Washington east curb lane heading south to Washington to allow access into the PCCC ramp on Washington, you will also be able to exit the ramp onto Washington head east to 9th street at the completion of the ceremony.

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. *A diagram of the processional as well as the line of march, 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.

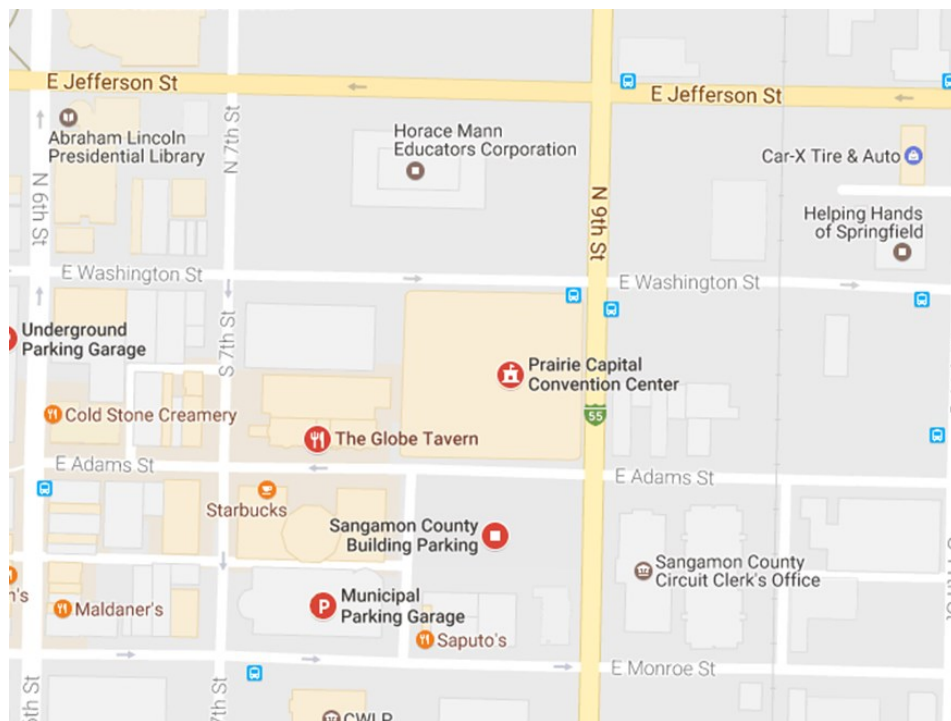
PARKING

PARKING WILL BE CHALLENGING THIS YEAR! ALLOW AT LEAST AN ADDITIONAL 30 MINUTES FOR TRAFFIC, STREET CLOSURES AND LIMITED PARKING DUE TO THE FAT ASS 5K STREET PARTY, SCHEDULED FOR THE SAME EVENING AS COMMENCEMENT.

Parking locations near the Prairie Capital Convention Center:

- 9th and Washington Streets (north east corner)
- On Street Parking
- Horace Mann
- Sangamon County Complex Parking Lot, 200 S. Ninth Street
- Municipal Parking Garage, 9th and Adams Streets (south west corner)

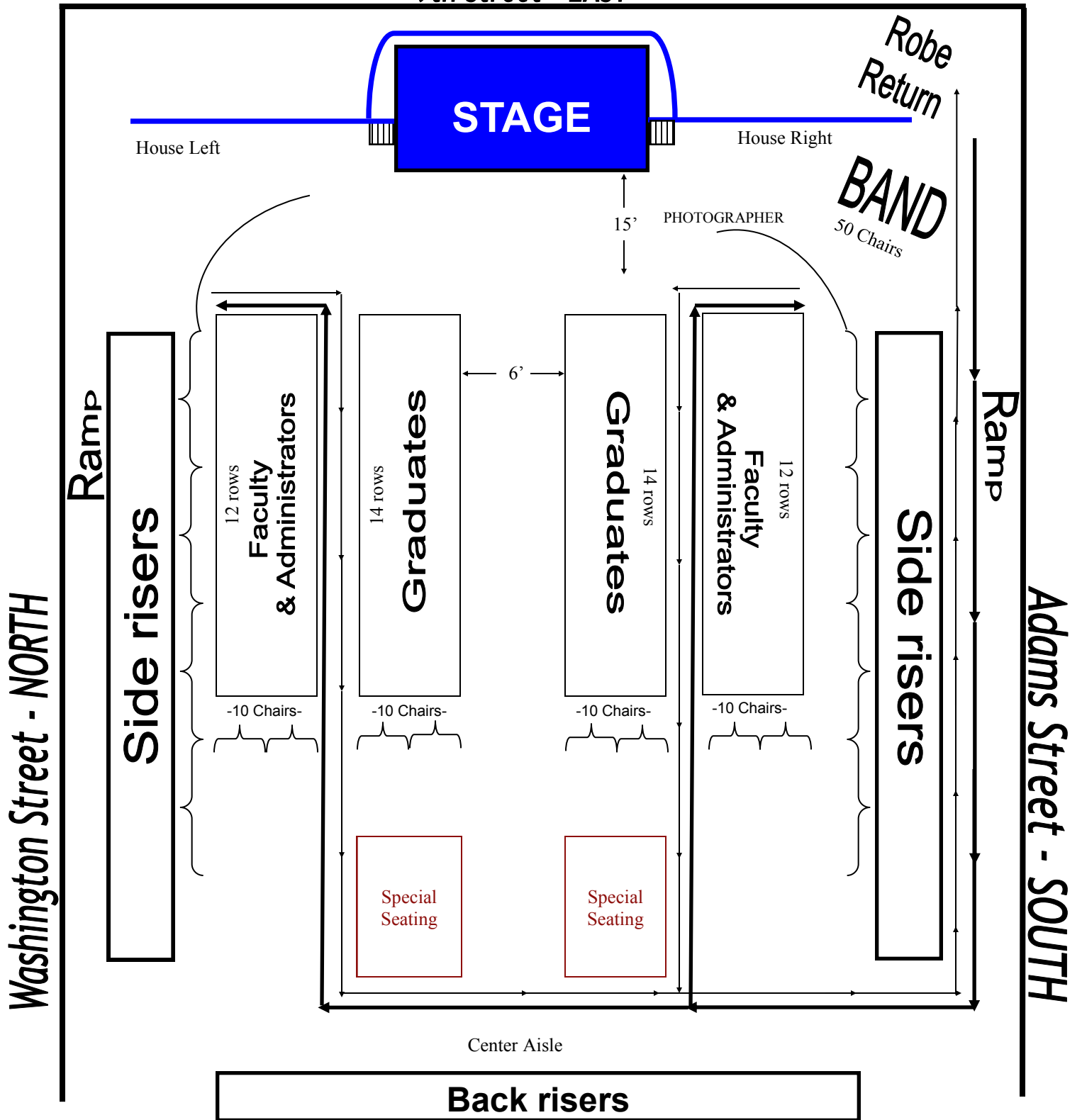
The following link will show you the parking structures and surrounding area of the Prairie Capital Convention Center: <https://goo.gl/maps/F3nZFygHiDJ2>



DATE	PLACE	ACTIVITY	LOCATION
May 12	7:00 PM	Arrive with robe and hood	PCCC South Ramp (Adams Street side)
	7:30 PM	Ceremony	PCCC

Faculty & Administrative Processional & Recessional

9th Street - EAST



Name Cards

