



COMMENCEMENT 2016

TO: Faculty & Administrators

FROM: Lesley Frederick
Vice President, Student Services

DATE: May 11, 2016

SUBJECT: 2016 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 13 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 by **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, the Komen Race for the Cure will also be held Friday night downtown Springfield. Please plan plenty of travel time to allow for the additional traffic and limited parking.

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

DATES	TIMES	ACTIVITIES	LOCATIONS
May 13	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

