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### Duties at Commencement

Fort Hays Kansas State College

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# FORT HAYS KANSAS STATE COLLEGE

HAYS, KANSAS 67602



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## Duties at Commencement

1. Oversee and coordinate dispersal of tickets to Grads.
2. Deliver programs to Lewis Field (Bacc and Comm)
3. Make sure ushers are there and in place, 7:00 P.M. on Commencement eve, 7:15 P.M. on Bacc. eve.
4. Make sure ushers give programs to Grads and Faculty as line of march is forming
5. Plan for alternate site in case of rain; have back-up crew of 6 faculty to help in Coliseum.
6. See that weight bars are on speaker's podium as well as on Dr. Garwood's, both at Bacc and Comm. if held outside.
7. Deliver a pitcher of water, two glasses and towel to lower shelf of speakers podium at Comm. only. (obtain at Union)
8. Reserve thirty (30) seats in yellow part of bleachers on East side for wives of speaker and dignitaries; be sure and notify ushers. (Comm only)
9. Notify patrol to let speakers car, Pres. car, Board of Regents members, etc. in to reserved area by wall.
10. Turn on lights or delegate this and MAKE SURE IT IS DONE.
11. After both ceremonies (Bacc & Comm) are over, go around to both sides and police up all discarded programs as well as the extra programs—bring them back to the office and get a follow up count later.

ALL THESE ARE OF EQUAL IMPORTANCE AND MUST BE DONE