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### Commencement Duties - 1986

Fort Hays State University

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(TO MR. KELLERMAN'S ABSENCE)

FROM: JAN HUET, REG'S. OFF.  
COMMENCEMENT SPRING, 1986

1. The arrangement of chairs for degree candidates and faculty, Gross Memorial Coliseum arena floor, Commencement, May 16, 1986, will be forwarded to you later. Chairs will need to be in place for 2:15 p.m. rehearsal on May 16, and 8:00 p.m. Commencement Exercises.
2. Stage set up: (for rehearsal and Commencement exercises - May 16, 1986)
  - Podium - center stage
  - Podium - stage left (box or wastebasket under podium)
  - 12 chairs in a semi-circle
  - Carpet "runner" across stage
  - Tables for diploma covers between the two podiums. Table for Master's hoods behind the "runners" near podium stage left.
  - Flowers, curtain, usual cooperation and other "goodies" you provide.
  - The top of the steps leading up to and down from the platform should be level with the platform and have a railing.
3. Six brass stands from Memorial Union on which to place rope to guide processional at entrance of arena area. I believe Maynard Herrman has rope to use with stands.
4. Morning of May 16:
  - Row standards, wooden bases for standards, and a flat bed cart available near Gym 100 of M.C. Cunningham Hall at 9:00 a.m. May 16. (Jan Huet and a student helper, along with Maynard Herrman and a custodian will put them in place inside M. C. Cunningham Hall.
5. Adequate lighting on stage so that faculty seated in back on arena floor can see activities on stage.
  - To minimize the amount of heat generated from lights, perhaps lights could be turned on over the stage area when the processional is over and just before the minister pronounces the invocation. If there is any way to get more cool air to the upper balcony, it would be appreciated.
6. Reserve an area in Section 22 for approximately 25 persons for spouses of the platform party and administrators. Take down the reserved sign at 7:50 p.m.
7. Monitor "Handicapped Seating Only" area during course of the evening to determine if more chairs need to be added.
8. Remove "Reserved Seating" signs from the railing around the balcony at 7:45.
9. During Commencement Exercises:
  - Check the sound system to assure sufficient volume for each individual that is speaking. Dr. Murphy has requested that particular attention be given to this request.
  - Training Room door on track between Gates 1 and 2 should be unlocked. This will be a First Aid location.
10. After Processional May 16:
  - Remove row standards and wooden bases and place back in storage after the Processional the evening of May 16.

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