

## What to expect guidelines

**Morning graduation session:** Security will direct you to the GCB parking lot (south side).

**Afternoon graduation session:** Security will direct you to the GYM parking lot (north side).

**Note:** CDC guidelines will be enforced throughout the event. Cooperation is required for a safe event. All buildings are closed to the public. Portable restrooms will be provided. Line-up and guest seating will begin one hour before the event. Make sure you bring your tickets. Tickets have assigned seat numbering.

Screeners	Student Registration	Guest	Line up team
<p>The Screeners will be located by the Gym parking lot, GCB parking lot and the NHC west entrance.</p> <p>Screeners will be taking temperature checks, verifying vaccination cards or letters, ensuring masking, social distances and hand sanitizing.</p>	<p>The registration table will be located at the second table right after the screeners.</p> <p>Students, please check in and pick up your name cards and guest pass. Please give your guest their pass and make sure they have it on the day of graduation. Keep the name cards to give to the announcer during the graduation line up.</p>	<p>The guest ticket has a number. The number will be your assigned seat. An usher will guide you to your assigned seat. There will be an empty chair. The chair is designated for the graduate.</p> <p>Pay attention to the ushers as they will hold a sign up to get you seated.</p> <p><b>VIPs:</b> Once checked-in, the VIPs will be given a letter (i.e.a,b,c) pass. VIP will be guided to their assigned seats.</p>	<p>AM Point of Contact: Gilberta Yazzie PM Point of Contact: Francine Little</p> <p>Each school (faculty) will be holding a banner. Find your school and line up according to the number assigned to you. Pay attention to the layout map and match your number to your seat to join your guest.</p> <p>Make sure social distance is practice. There should be no congregation. Ushers will have signs to remind you to wear your mask, social distance and use hand sanitizers.</p> <p>The line may be backed up to the parking lot.</p>

<b>Grand Marshals</b>	<b>Faculty</b>	<b>On the Stage</b>	<b>Ushers</b>
<p>Avery, Board of Regents, President, and commencement Speaker will be leading the graduation parade. Two people will need to hold the banner. The BOR president and college president will bring the basket and honeeshgish following the practitioner.</p>	<p>Each school will have two faculty members carrying the school banner. The faculty members will follow the banner holders. During the line-up, faculty members will assist in getting the students lined-up according to the numbers.</p>	<p>When graduates cross the stage, all individuals on the stage will remain next to the chairs. You may stand, however, no contact will be made with the graduate.</p>	<p>Ushers will be monitoring and guiding graduates. Graduates, please pay attention to the ushers especially during the announcement of names.</p> <p>The name card will be given to the Announcer. Don't forget your name card.</p>

<b>Emcee</b>	<b>Photographer</b>	<b>Radio Station</b>	<b>Virtual</b>
<p>Emcee will be on the stage and direct the parade to begin as schedule.</p> <p>Emcee will be reminding audience to remain in their seats and follow all CDC guidelines.</p>	<p>Guest will not be allowed to take any photos near the stage. A complimentary photo will be provided by the college during graduation. Graduate will get a photo with the President as they cross the stage.</p> <p>Photo backdrops will be provided at the parking lots. Please line up and social distances. Follow all CDC protocols.</p>	<p>The graduation will be live on college radio. Families can listen in live.</p>	<p>Zoom and youtube will be provided for those who choose to attend virtually.</p> <p>Virtual graduates will get their names called after the in-person graduates cross the stage.</p> <p>If photos were provided, a photo collage will be displayed virtually at the end.</p>

**Emergency Contact:**

-In case of any medical emergency, the paramedics will be nearby.

-Notify the usher for guidance.

-Security's will be onsite through-out the event.