

Instructions for Commencement Day

May 4, 2019

2:30 PM Ceremony

1. Arrival and Ceremony Time:

There are two Commencement ceremonies. You are participating in the **2:30 PM** ceremony. Arrive at the back of Memorial Auditorium (intersection of Oak and Memorial Streets) at **1:00 PM** to line up. You will enter through a door directly into the basement. The door is pictured below:



The ceremony should last no more than two hours, and you are requested to stay the entire time.

2. Parking:

Memorial Auditorium does not provide parking. There are a number of paid parking lots near the Auditorium. Please note that parking meters do not allow enough parking time (2 hours maximum), so street parking will not be an option. Allow time to park and walk to the Auditorium, or consider arriving by rideshare (Lyft/Uber).

3. Dress Code:

Be in your cap and gown when you arrive. Under the gown, we recommend that women wear a dark dress or slacks with dark flat shoes (heels are a tripping hazard when climbing stairs). We recommend that men wear a white shirt, a tie, and dark pants with dark shoes. Wear your tassel dangling from the right side of your cap. You will move your tassel to the left side when the President confers your degree during the ceremony.

4. Name Card and Lineup:

You will pick up your name card in the basement of when you enter. Find the table with the cards matching the first letter of your last name. Proceed to the large room and line up. Faculty and staff members (called marshals) will guide you to the correct area. You may line up in any order you prefer within your academic division (no need to maintain alphabetical order).

5. Personal Belongings:

Do not bring personal belongings with you to line up. There is no secure storage during the ceremony. You must carry any essentials (phone and car key) in your pockets.

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6. Guest Arrival and Entrance:

The doors open for guests at 1:00 PM. Guests will enter through the main entrance of Memorial Auditorium on McCallie Avenue. Guests will be subject to security screening, including a bag search, and should allow extra time for this process. Tickets are not required and all guest seating is first-come, first-served.

7. Roses:

Your guests may wish to purchase roses to congratulate you after the ceremony. The Phi Theta Kappa Honor Society will sell roses in the Auditorium lobby. Prices are 1 rose for \$3, 3 roses for \$8, 6 roses for \$15, or a dozen roses for \$25. PTK accepts both cash and cards for rose purchases.

8. Streaming Video:

The ceremony will be streamed live online. The link can be found at chattanooga.state.edu/commencement, but may not be posted until the day of the ceremony.

9. Disability Accommodations:

Graduates will need to climb 50 stairs (slowly), then climb approximately 8 stairs to the stage and 8 stairs back down. If you or your guests require accommodations for this event (including, but not limited to, wheelchair seating), please contact the Office of Disabilities Support Services as soon as possible at 423-697-4452.

10. Pictures:

GradImages will take at least one professional photo of you when you cross the stage. Their photographers will also take a number of candid photographs during the lineup process and throughout the day. You'll be asked for your email address and GradImages will use that information to send your pictures just a few days after the ceremony.

You can preregister with GradImages to save 20% off any pictures you order at gradimages.com/preregistration.

11. End of Ceremony Meeting Place:

The marshals will guide you out to the street through a back exit after the ceremony. Your guests will be ushered out to the street through the front exit. Make a plan in advance of where you want to meet your guests, and remember that your meeting place should be **outside the Memorial Auditorium**.

12. Additional Questions:

Please check chattanooga.state.edu/graduation for the latest updates. If you have read this document thoroughly and still have questions, please contact:

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