**Check in tasks for 2014 (in Longhouse, both cohorts)**:

Doors at 9:15

Begin at 10

1. Greet the person and ask if they are graduating (if it’s not obvious ☺);
2. For **\*all\*** graduates:
	1. Get name and cohort
	2. Check name off of program
	3. Give them a program if they don’t already have one
	4. Ask if they plan to walk in the campus Commencement ceremony this afternoon
		1. If so, find their yellow check in card and give it to them.
		2. If no yellow check in card, give them a blank one and ask them to write in their name. If difficult to pronounce, ask them to write it phonetically.
	5. Tell them they’ll be sitting in the reserved rows in front, **in alphabetical order, with their cohort** – tell them to find their name on their seat
		* 1. If General, will be sitting on the **right**
			2. If Tribal, will be sitting on the **left**
3. For graduates with guests who need special accommodations:
	1. Rachel Burke’s dad – put in front row, to hood her
	2. Rachel Dreon’s mom – aisle seat
	3. Pedro Garcia’s father in law – **padded chair**, on the aisle
	4. Marjoree Corless’ mom – aisle seat
4. For special guest requested by President’s office – 2 reserved seats:
	1. Gene Sharratt (ED of WSAC, works with grad Deb O’Neill) + guest
5. For faculty:
	1. Check name off of list
	2. Give them a name tag
	3. Give them a program if they don’t already have one
	4. Tell them they’ll be sitting in the reserved row in front on the **left, with other MPA faculty**
6. For people in a wheelchair or with a stroller: usher should direct to aisles with empty spots
7. For other disabled people – usher should direct people to side aisle seats with reserved signs
8. ***At 9:55 -- let Randee and Puanani know the names of any grad whom we expected to attend but has not shown up***
9. ***At 9:55, let Laura know if Delbert Miller has arrived***
10. ***At 10:05 am – let Laura know if Michael Zimmerman has arrived***
11. ***At 10:10am – let Laura know if Les Purce has arrived***

**Other important info**:

* Bathrooms are down the hall, on the right
* Other close bathrooms are in the Lab 2 building
* The MIT ceremony is in the CRC at 10am
* The MES ceremony is in the Recital Hall of the Communications Building at 10:30am