**Check in tasks**:

1. Greet the person and ask if they are graduating (if it’s not obvious ☺)
2. For graduates:
   1. Check name off of list in folder
   2. Direct them back to the Back Bay and tell them they’ll be sitting in the reserved rows in front in the center section, **in alphabetical order, with their cohort** – tell them to find their name on the back on their seat
   3. Tell them the following are on their chair:
      1. a program
      2. their yellow check in card (in case they plan to walk in the campus Commencement ceremony this afternoon)
3. For faculty:
   1. Check name off of list
   2. Give them a program if they don’t already have one
   3. Tell them they’ll be sitting in the reserved row in front on the **left, with other MPA faculty**
4. ***At 9:55 -- let Randee know the names of any grad whom we expected to attend but has not shown up***
5. ***At 10am – let Randee know if Les Purce has arrived***
6. ***At 10:10am -- let Randee know if Michael Zimmerman has arrived***

**Other important info**:

* Bathrooms are down the hall, past the stairway, on the right
* The MIT ceremony is in the Longhouse at 10am
* The MES ceremony is in the Communications Building Recital Hall at 10:30am