**Check in tasks for 2016 (in Longhouse, both cohorts)**:

Doors at 8:45

Begin at 9:30

Xxxx = need to update old info or obtain 2016 info

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 list of grad names in check in folder
	3. 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**
	4. Yellow card on chair: Tell them that if they plan to walk in the campus Commencement ceremony this afternoon, their “ticket” to the ceremony is the yellow “check in” card, which is on their chair
3. For graduates with guests who need special accommodations – see separate list with name of grad, number in party and accommodation (type of accommodation and location)
4. 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**
5. For people in a wheelchair or with a stroller: usher should direct to aisles with empty spots
6. For other disabled people – usher should direct people to side aisle seats with reserved signs
7. ***At 9:25 -- let Randee and Puanani know the names of any grad in their cohort whom we expected to attend but has not shown up***
8. ***At 9:25, let Puanani know if Julie Johnson has arrived***
9. ***At 9:35 am – let Puanani know if George Bridges and Michael Zimmerman have 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 (gym) at 10am
* The MES ceremony is in the Recital Hall of the Communications Building at 10:30am