**2016 Hooding ceremony debrief** June 24, 2016

*Programs*-Jan Hays

400 programs were not enough with the extra guests who came. Next double cohort hooding ceremony we will want to consider ordering 425 (*it’s not that much more money*).

*Site set-up*-Kat Morgan & crew

* To avoid any set confusion between MPA staff and facilities, we need to find out when facilities will be setting up the stage, chairs, tables (if used), and or bleachers (if used) the day or evening prior. It is imperative to do this the day before to avoid any confusion in the future.
* Stairs need to be positioned to the back of the stage verses the front, we must insist upon having stairs on both ends of the stage.
* We need to place an X on stage where students need to stand when they are hooded, this will help the photographer taking individual photos. A simple plumbers tape or some adhesive with color is best.
* **\*JH**: Night or day prior setting up, especially with fewer volunteers and staff on hand, it was essential that we set up before the morning of hooding. The bleachers had not been pulled down and since the set up people were there at the same time we were, it wasn’t a problem.

*Media service*-Ben Hargett; likely assign the work to other staff members or students

* **\*PN**: crew arrived early. Supplied cordless mic (in the future we don’t need/DS as a precautionary measure I think we should still have one as a back-up) & mic on stage w/out request. Due to the CD having a 20 sec. lapse Brian didn’t use the pre-recorded CD I supplied of which I handed him two (not returned yet).
* **\*DS**: main person was not responsive to requests for assistance from director; in the future we want to be sure to let the technician’s know that if we need media assistance for them to come forward and assist immediately. There was a music mix-up, this should be addressed in the future or consider having more CD’s available for that day.

*Check-In*-

* Only 2 of the 4 (possibly 5) volunteers were able to make it to the hooding ceremony, in the future we may want to work at having more volunteers invited.
* **\*JH**: I don’t believe the lack of check-in sheet hurt us in any way and did help get the bunch of graduates who came at the very last minute into their seats quicker. Especially since we only had 2 volunteers we did have direct people to open seating and helped with those who had reserved seating. There were two parties, one in wheel chair, we didn’t know about but they came early enough we were able to accommodate their needs. In the future we want to incorporate having more special seating available regardless of how many notified us of their need.
* **\*DS**: Check-in sheet not necessary
* **\*PN**: What worked out well is that Doreen read All Graduate Names allowing for a moment of silence for those who were not in attendance; this gesture paved a way of showing respect for those who were not able or could not be there. Suggest that we do that in the future.

*Food*-Jan & Conference Services

* Morning of the hooding ceremony due to the weather conditions (*expected heavy down pour & cooler temperatures*) we moved tables inside the Longhouse towards the back area away from all seating.
* **\*JH**: The move inside was necessary. However, it did create a problem with flow although the traffic pattern out on the patio in 2014 was also problematic as I recall. The Cedar room is the ideal place to serve food but I do think people in there appreciated the screened viewing.
* The amount of food would have been right on, if the stacking hadn’t occurred. I have had the conversation with catering about that and it was not lack of people to switch trays that made them do it that way, but the lack of Trays!
* **\*PN**: candies were purchased (*dollar store*) 4 bags and scattered on the food tables surrounding the serving dishes, all was gone by the time refreshments were served. *If* we want to do that in the future we may consider purchasing more, just an option.
* With additional guests at this ceremony in my opinion there wasn’t enough food.

*Crowd*

A couple of students who arrived early secretly confessed that they knew there was a limit on how many guest the graduates could invite and decided to go ahead and invite more than we allowed; this occurred in all cohorts. \*If we have another large MPA hooding ceremony I suggest that we consider having the hooding ceremony in a different location. I understand tradition; we must consider the danger of allowing so many people in a small area. This crowd pushed the limits mandated by the College in case of an emergency.

*Photographer*-Shauna/*Karissa-was the photographer*

There were several issues: the photographer wasn’t able to handle the subject (graduates) soft spoken voice, so students couldn’t hear her. Some of photographs taken were haphazardly, specially meaning that in some cases there was only one image of the graduate while in some photos there were numerous. In the future could we request to have at least 3 photos taken of each graduate?

**\*DS**: suggested that we consider requesting for photographer bids.

*Orchestrating graduates walking flow to & from the stage*

This took a little on the spot configuration, specifically meaning that when the first row descends from stage I whispered to the first person to wait until the last person of their row was hooded and joined the already hooded graduates then proceed back to their seats. It was important to do that for the next row and continue to the third row; when the General cohort began I did the same thing I stood behind the graduates and whispered to the first person. The flow was great while the next row proceeded to the stage waiting area the previous row was seating themselves.

**FUTURE**

* Doreen suggested that we begin to incorporate or start informing student’s early (*start at orientation*) that we will require all graduates that they must chose a MPA faculty member along with their *special person* to hood them.
* We will need to have further discussion as to what faculty? Does this include adjunct faculty, visiting faculty, part-time faculty and of those faculty members who only teach on session (*as in the TG cohort*).