**Instructions for MPA Grad Ticket Pick Up**

1. Ask for student’s name
2. Find the student’s name on the MPA Graduation Ticket Pick Up List.
3. If they are the student, ask for their ID – Evergreen or other official ID – and check against the list (some people will have a nickname listed instead)
4. If they are \*not\* the student and instead are picking up tix for the student, ask for their ID – Evergreen or other official ID – and check against the name listed under “If YES: name of person picking up tix”
5. Check the “Yellow card or ticket?” column to see whether they have a yellow card or if you need to give them a ticket, and give it to them.
6. Check the “# of GUEST tickets” column and give them the # of tickets listed there.
7. Put an check mark or an “X” in the “Picked up?” column
8. If they have any questions, tell them to contact Randee during the day, at 360-867-6554 or [gibbonsr@evergreen.edu](mailto:gibbonsr@evergreen.edu)