***2017 Hooding Ceremony Greeting ------*** Greet all persons entering the CRC

*Let guests know where to proceed towards the back area of the gym*

MPA Hooding ceremony Volunteers & staff members,

It should be obvious when a graduate arrives (*if not ask*)

For the Graduate:

* + - Check name off list (*in folder*)
    - Direct them to the back section of CRC; let them know that they will be seated in rows at the front reserved area in alpha order, inform them that their names will be on the *back of the chairs*
    - Inform graduates what they will find on their chairs
      * a program
      * commencement yellow check-in card, keep the card with you (*if you plan on participating in the main commencement ceremony on Red Square*)
    - For Faculty:
      * Check name off list
      * Give them a program if they don’t already have one
      * Tell them they’ll be sitting on stage

\***10:00 Let Doreen or Puanani know when Pres. Bridges arrives**

\***10:10 – 10:15 Let Doreen or Puanani know when Provost Ken Tabbutt**

Other info.:

Restrooms are down the hall, past the stairway on the right

MiT ceremony is at the Longhouse starts at 10 am

MES ceremony is at the COM bldg. starts at 10:30 am