**Check in tasks for 2018 Longhouse** Ceremony starts 10:30 am

8:00 Doors open

9:00 Staff arrive (est.)

9:45 Media service set-up

10:00 Catering / Jan

**For volunteers:**

1. Greet the person and ask if they are graduating
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. Special accommodations – see separate list with name of grad, number in party and accommodation (type of accommodation and location)
4. For **people in a wheelchair** or with a **stroller**: usher should direct to aisles with empty spots
5. For other disabled people – usher should direct people to side aisle seats with reserved signs
6. 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. Faculty will be seated in the front row on the left in front of the TG cohort