**MPA Hooding Ceremony To Do list**

**1) Ceremony Logistics**

1. Final script to Media Services --- June 1
2. Send names of graduates to Media Services --- May 22nd
3. Final date for completed video segments to be submitted: June 8th
4. Rehearsal --- June 9th
	1. Student participants for rehearsal --- June 5th (send reminder email May 29th)
	2. Notify faculty about rehearsal --- May 28

**2) Drumming**

1. Need video by June 8th
2. Get commitment from drummers

**3) Program**

1. Program finalized: May 21
2. Window Poster finalized: May 21
3. Program mailing: June 1

**4) Communications**

1. Invitation to adjunct faculty --- May 22nd
2. Invitation to permanent faculty
3. Note to students on setting up camera at home, etc.

**5) T-shirts**

1. Send out email to students on ordering t-shirt

**6) Honoring Senator McCoy**

1. Follow-up information on preparing a video (make sure has a due date, length, where to send) --- Done?
2. Sending to Media Services
3. Mailing plaque

**7) Tribal Governance commencement speaker**

1. Nominations due: Friday, May 22
2. Selection: May 27th.

**8) Video Montages**

1. Send out link to students for montage clips

**9) Jen Drake opening remarks**

1. Follow-up on arrangement with Media Services --- June 1