MPA Virtual Graduation Checklist

1. Setting Virtual ceremony logistics [MAY NEED TO HEAR BACK FROM MEDIA SERVICES BEFORE WE CAN MAKE PROGRESS HERE]
	1. Meeting with Media Services
	2. Deciding and organizing pre-recorded elements
	3. Options for sharing individual hooding
	4. Option for before/after breakout rooms
	5. Other student generated suggestions
2. MPA Hooding Ceremony program
	1. Draft
	2. Final
	3. Printing and distribution
3. Hooding Ceremony Regalia
4. Honoring Sen. John McCoy
	1. Arranging plaque to be sent to him
	2. Deciding on options for incorporating this honor in the ceremony
5. Communication
	1. Invitations to family and friends
	2. Keeping students informed and having input
6. T-shirts and other gifts
7. Online yearbook or photo album/memory book
8. Preparing script for virtual ceremony
9. Invitation to Provost or President