

TEAM TASSEL FAQ GUIDE

FREQUENTLY ASKED QUESTIONS

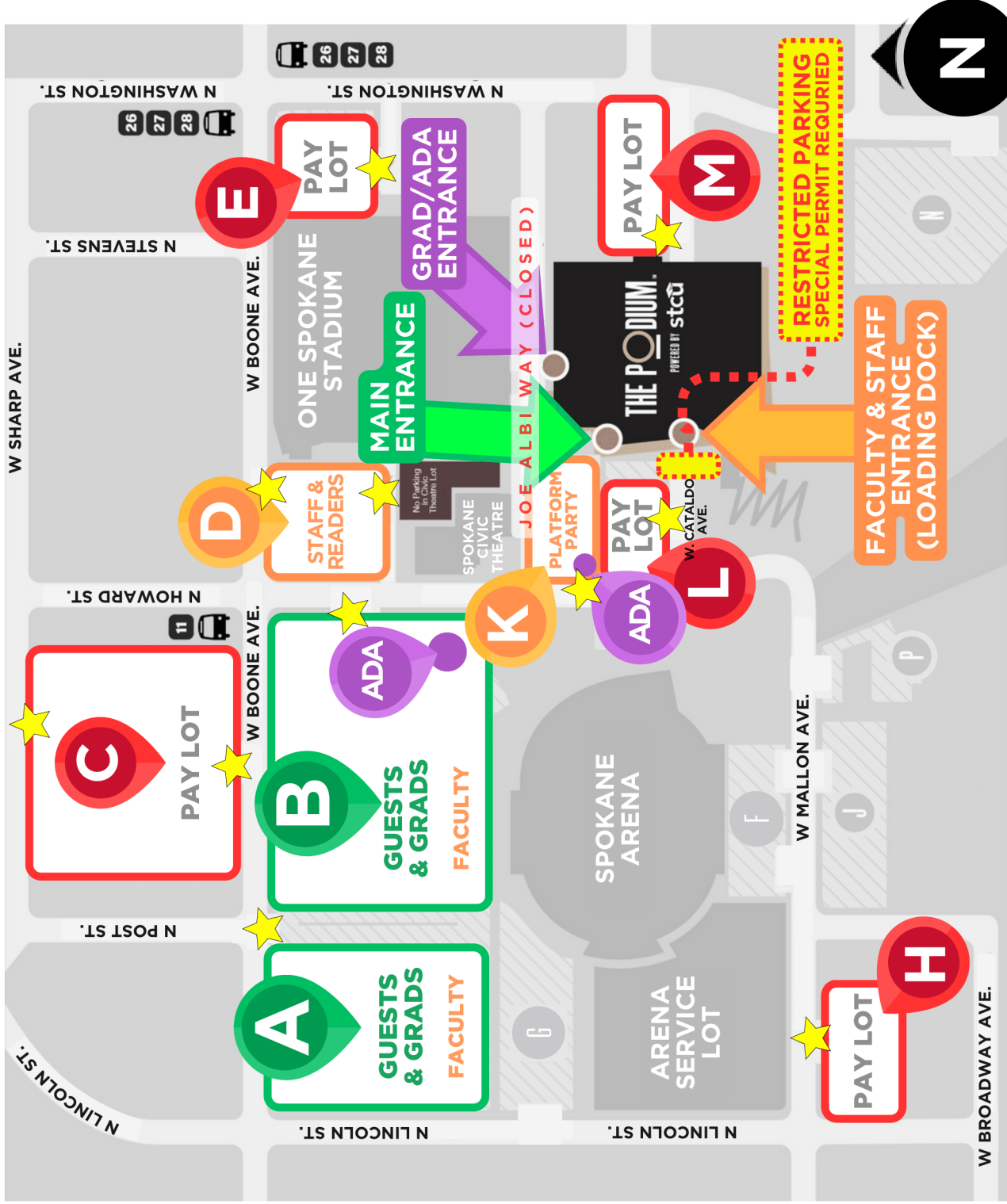
COMMENCEMENT 2024

PARKING MAP ALL AVAILABLE LOTS

MAP KEY

- ★ Parking Lot Entrances
- ➔ Main Entrance
- ➔ Graduate/ADA Entrance
- ➔ Faculty & Staff Entrance (Loading Dock)

- 🅑 Free Parking for All
- 🅑 Pay Lot - Parking Available
- 🅑 ADA Parking Available
- 🅑 Reserved - Staff/Platform Party
- 🅑 Restricted - Special Permit Required



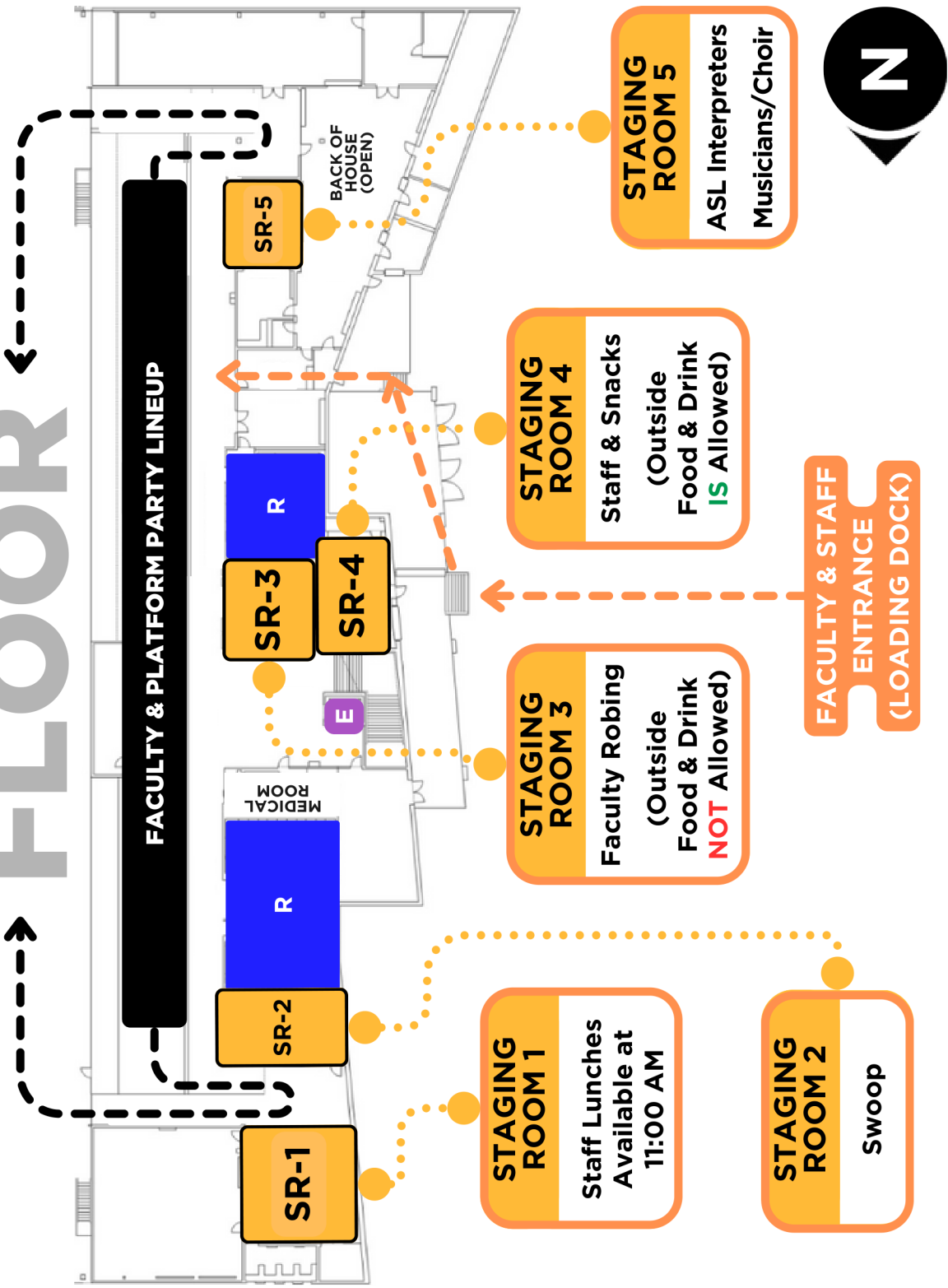
LOWER LEVEL FACULTY & STAFF

MAP KEY

SR-1	Staging Room 1 - Staff Lunches
SR-2	Staging Room 2 - Swoop
SR-3	Staging Room 3 - Faculty Robing
SR-4	Staging Room 4 - Staff Room & Snacks
SR-5	Staging Room 5 - ASL, Musicians/Choir

E Elevator **R** Restrooms

FLOOR

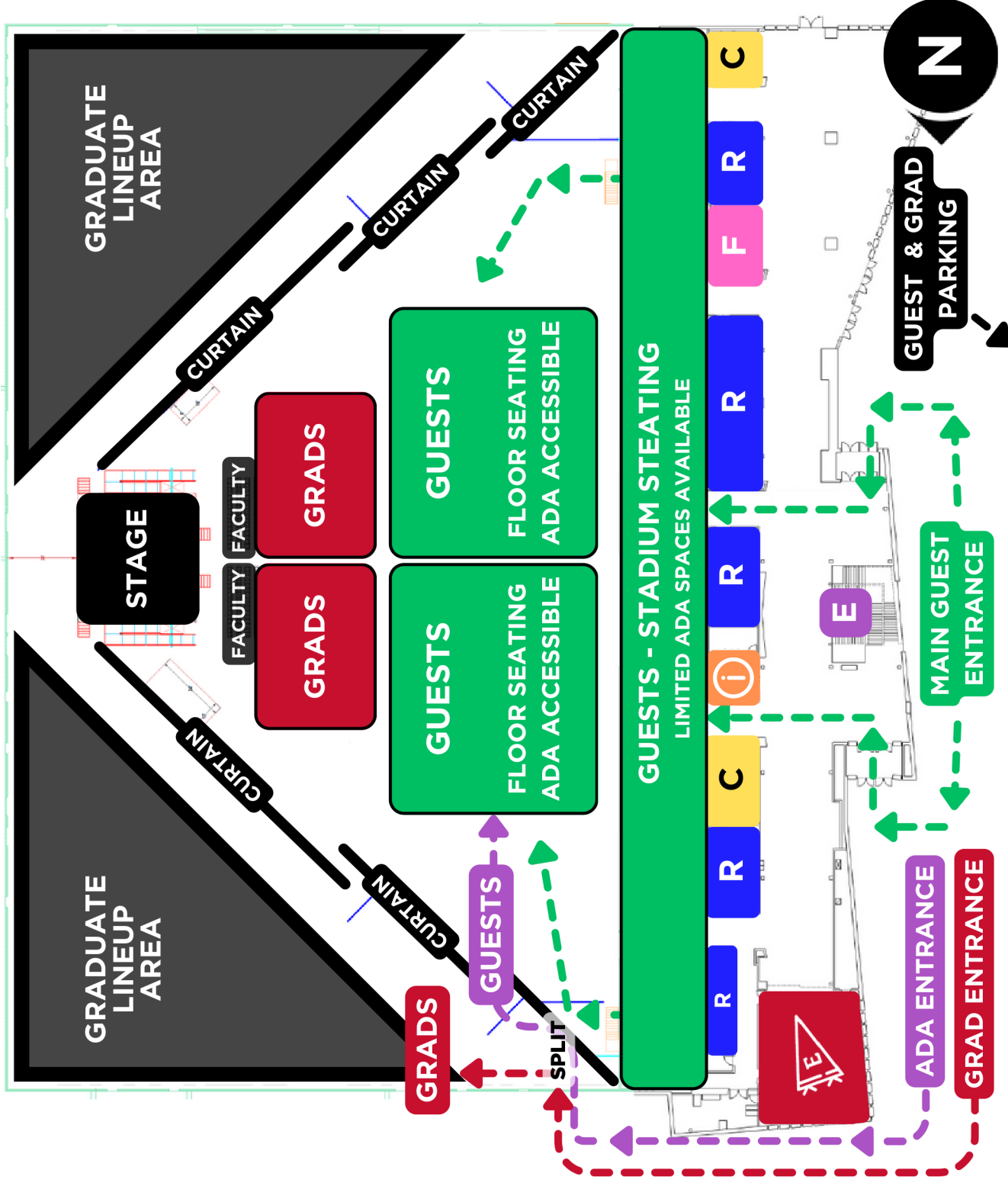


MAIN LEVEL GRADS & GUESTS

MAP KEY

C Concessions	F Flowers	ADA ACCESS
E Eagle Store	i Information	GRADS
E Elevator	R Restrooms	GUESTS

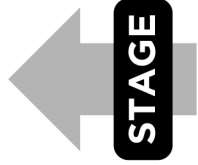
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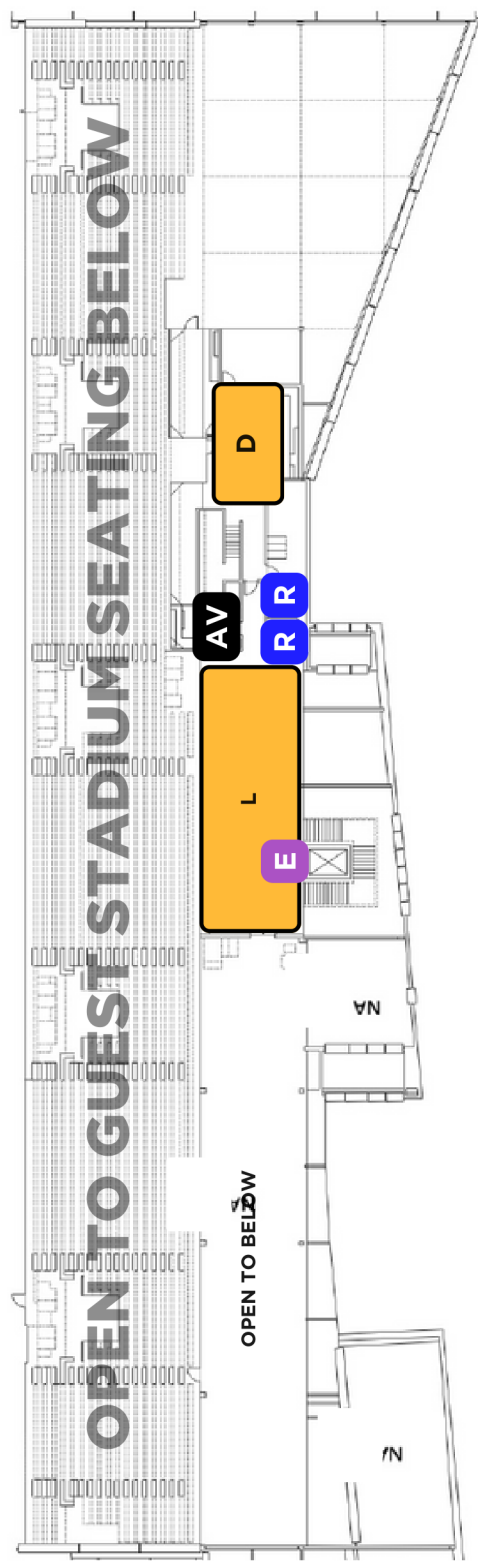
UPPER LEVEL PLATFORM PARTY

MAP KEY

- D** Dressing/Robing Room
- E** Elevator
- L** Platform Party Lounge
- R** Restrooms
- AV** AV Equipment Room



FLOOR



FREQUENTLY ASKED QUESTIONS

Where do I line up?

Depends on the student's major.
See lineup/pod maps by ceremony.

GRADUATE ENTRANCE

All graduates should use the **Grad/ADA entrance** (marked on the map in purple).

Please remember to leave all food, drink, hangers, purses, strollers, etc. in your vehicle.

When will I get my diploma in the mail?

Diplomas will be mailed approximately 6 weeks after the ceremony. Please make sure you update your diploma mailing address on EagleNET so that your diploma is delivered to the right place!

GUEST ENTRANCE

Guests should use the **main entrance** (marked on the map in green).

Guests needing assistance should use the **Grad/ADA entrance** (marked in purple).

Please remember to leave all food, drink, hangers, purses, strollers, etc. in your vehicle.

Where Do I Meet My Guests/Graduates After The Ceremony?

When the ceremony ends, you will **NOT** be able to reunite with your guests/graduates inside the venue.

Instead, please exit the building as directed by staff and meet your guests outside on the NORTH side along Joe Albi Way. Once you have reunited, please return to your vehicles to allow for the arrival of guests for the next ceremony.

FREQUENTLY ASKED QUESTIONS

Professional Photography & Livestream Video

For those unable to attend the celebration, the ceremony will be streamed live.

Links to the livestream videos will be available on the morning of commencement day.

A professional photographer will take at least one picture of each graduate as they receive their diploma cover. Graduates will be photographed with no obligation to purchase. Photos will be available for purchase through [After Image Visual Services](#). Please visit their website 2-3 days after the ceremony to view a proof.

During The Ceremony

GRADUATE LINEUP

Please follow staff directions to your correct lineup area. Remember to arrive early so that you have time to line up with your fellow graduates!

ANNOUNCING YOUR NAME

Each graduate will find a red bag on their chair. Please fill out the white and yellow cards inside with the provided pencil.

- The **WHITE** card is your name card. Please write your name on the card as you prefer it to be read and provide a phonetic spelling if desired.
- The **YELLOW** card is your photo card. It is important to fill out this card for the photographers to match your picture with your name. There is no obligation to purchase photos.

During the ceremony, staff will instruct each row to stand and head to the stage during the ceremony. **Bring both cards with you to the stage** and hand them to the reader as your name is announced.

After crossing the stage and receiving your diploma cover, please return to your seat until the end of the ceremony.

Recession

LEAVING THE CEREMONY

At the end of the ceremony, please wait to be released. The Platform Party will descend the stage and recess down the center aisle, followed by the faculty.

When directed, please follow commencement staff directions and exit the building to the east toward Washington Street.

Grad FAQs: Regalia

Bachelor's Students

Please arrive already dressed in your black cap and gown.

Tassel: During the ceremony, wear your tassel over your **RIGHT** eye. At the end of the ceremony, you will be directed to move the tassel from right to left.

Stoles (Optional): If you have purchased an honorary stole (e.g. the red stole of gratitude, the red and white 1st generation stole, or one of the armed forces branch stoles), please wear the stole around your shoulders with the center point at the base of your neck.

Honor Cords (If Applicable): If you have met the requirements and are eligible to wear an honor cord, please wear the cord around your shoulders with the center point at the base of your neck. If you are wearing a stole, please wear your honors cord on top of the stole.

Master's Students

Please arrive already dressed in your black cap and gown.

Tassel: During the ceremony, wear your tassel over your **LEFT** eye. You will not move your tassel during the ceremony. Master candidate tassels match the same color as the hood worn. Doctorate candidate tassels will be Old Gold.

Hoods: Master's and Doctoral students should have a velvet hood in a color that corresponds to their area of study.

- **Master's Students:** Please **carry** your hood into the venue instead of wearing it upon arrival. Faculty and staff will help you put on the hood during graduate lineup.
- **Doctoral Students:** Please **carry** your hood into the venue instead of wearing it upon arrival. ***All Doctoral students will be hooded on stage.***

Stoles (Optional): If you have purchased an honorary stole (e.g. the red stole of gratitude, the red and white 1st generation stole, or one of the armed forces branch stoles), please wear the stole around your shoulders with the center point at the base of your neck.

TEAM TASSEL FAQ GUIDE

MORNING

CEREMONY

BEGINS AT 9:00 AM

MORNING TIMELINE

9:00 AM

Time	Event	Notes
5:00	AM Trucking arrives	
5:00	AM Area leads arrive	<p>Podium prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Script on podium (Rob) <input type="checkbox"/> Platform Party name tags on chairs (Rob) <input type="checkbox"/> Diploma covers unpacked and prepped on diploma tables (David Early) <input type="checkbox"/> Bottled water for Platform Party (Rob) <input type="checkbox"/> Emeritus awards and honorary degree (Rob) <p>Lineup prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student lineup signs posted (Felicia) <input type="checkbox"/> Platform Party lineup signs (Chandalin) <input type="checkbox"/> Faculty lineup signs (Felicia) <input type="checkbox"/> Platform Party regalia setup (Alex) <p>Floor prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty get 1 program on their chair <input type="checkbox"/> Set up gonfalons for carriers (David Early) <ul style="list-style-type: none"> <input type="checkbox"/> EWU gonfalon to Platform Party lineup area <input type="checkbox"/> ALL college gonfalons (CPP, CSTEM, CHSPH, & CAHSS) to LEFT side curtain entrance
5:00	AM Vendors arrive	
6:30	AM Team TASSEL morning volunteers arrive	<p>Please check in with Alex at the loading dock entrance upon arrival</p>
6:30	AM Ceremony prep	<p>Set out red bags & cheer cards on the graduates' chairs</p>
7:20	AM Team TASSEL to stations	<p>Please be at your assigned station by this time</p>
7:30	AM Platform Party breakfast	<p>Chandalin greet Platform Party members and direct them to the upper level for breakfast and robing</p>
7:30	AM Doors open for GRADS	<p>Students proceed to lineup pods</p>

MORNING TIMELINE

9:00 AM

8:00	AM	Doors open for GUESTS Faculty arrive	Faculty proceed to robing room
8:30	AM	Interpreters arrive	ASL interpreters will have commencement regalia/gowns waiting for them behind the stage
8:30	AM	Platform Party robing	Platform Party proceed to robing room
8:40	AM	Faculty lineup	Faculty proceed to lineup area
8:45	AM	Platform Party lineup	Platform Party proceeds to lineup area
8:50	AM	10-Minute Warning announcement	Student gonfalon carriers should be in position, faculty readers (and the 3 hooders for EDD & EdS candidates) should be in the correct student lineup area
9:00	AM	Ceremony begins	<p>Processional order:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPP gonfalon <input type="checkbox"/> Doctoral students (EDD & EdS) <input type="checkbox"/> CSTEM gonfalon <input type="checkbox"/> CHPSH gonfalon <input type="checkbox"/> CAHSS gonfalon <input type="checkbox"/> Master's students <ul style="list-style-type: none"> <input type="checkbox"/> Left side: CHSPH, CPP <input type="checkbox"/> Right side: CSTEM, CAHSS, CPP <input type="checkbox"/> Faculty (Associate Deans near the front) <ul style="list-style-type: none"> <input type="checkbox"/> Left side: CHSPH, CPP <input type="checkbox"/> Right side: CSTEM, CAHSS <input type="checkbox"/> Platform Party <ul style="list-style-type: none"> <input type="checkbox"/> EWU Gonfalon <input type="checkbox"/> Mace <input type="checkbox"/> BOT, College Deans, VPs, Provost, President, etc. <input type="checkbox"/> ROTC Honor Guard
11:00	AM	Team TASSEL lunches available <i>Staging Room 1 (SR-1)</i>	<p>If you're working multiple ceremonies, grab a bite when you have a bit of free time (it doesn't need to be right now).</p> <p><i>Lunches still sitting in SR-1 will be moved to the fridge in SR-4 by 12:15 PM.</i></p>

MORNING TIMELINE

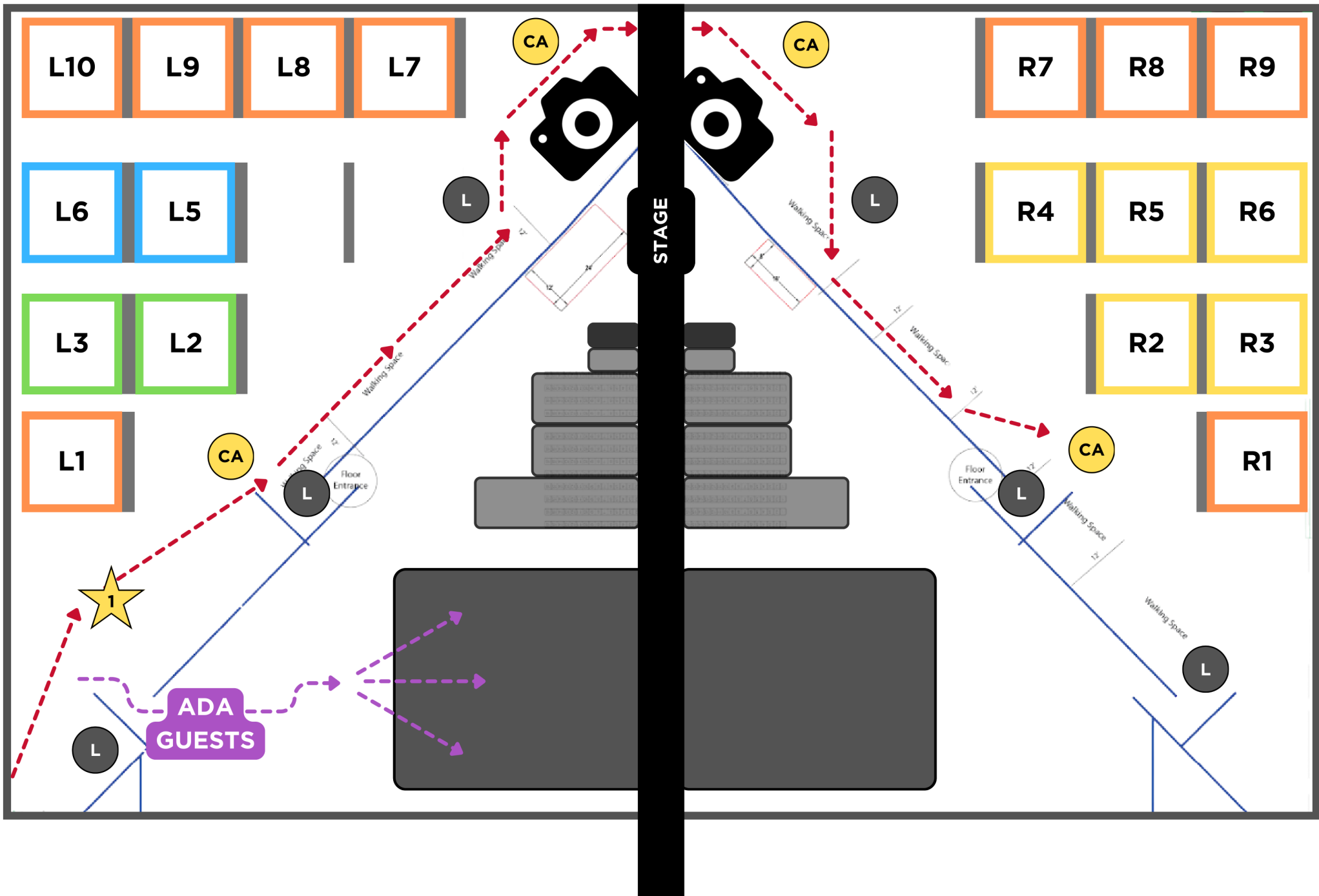
9:00 AM

11:15 AM	Ceremony ends <i>Platform Party recesses to Western Fanfare</i> <i>Student recess to EWU Fight Song</i>	Recessional Order: <input type="checkbox"/> Mace Bearer (return to robing room) <input type="checkbox"/> Platform Party (return to robing room) <input type="checkbox"/> Faculty (return to robing room) <input type="checkbox"/> Students (exit)
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If you're done working for the day, you are free to leave at 12:00 PM. Thank you for all of your hard work!

PHASE 1: LINEUP PODS BY COLLEGE

9:00 AM



PHASE 1: LINEUP PODS BY COLLEGE

9:00 AM

College of Arts, Humanities & Social Sciences

College of Health Science & Public Health

College of Professional Programs

College of Science, Technology, Engineering & Mathematics

LEFT SIDE (NORTH)

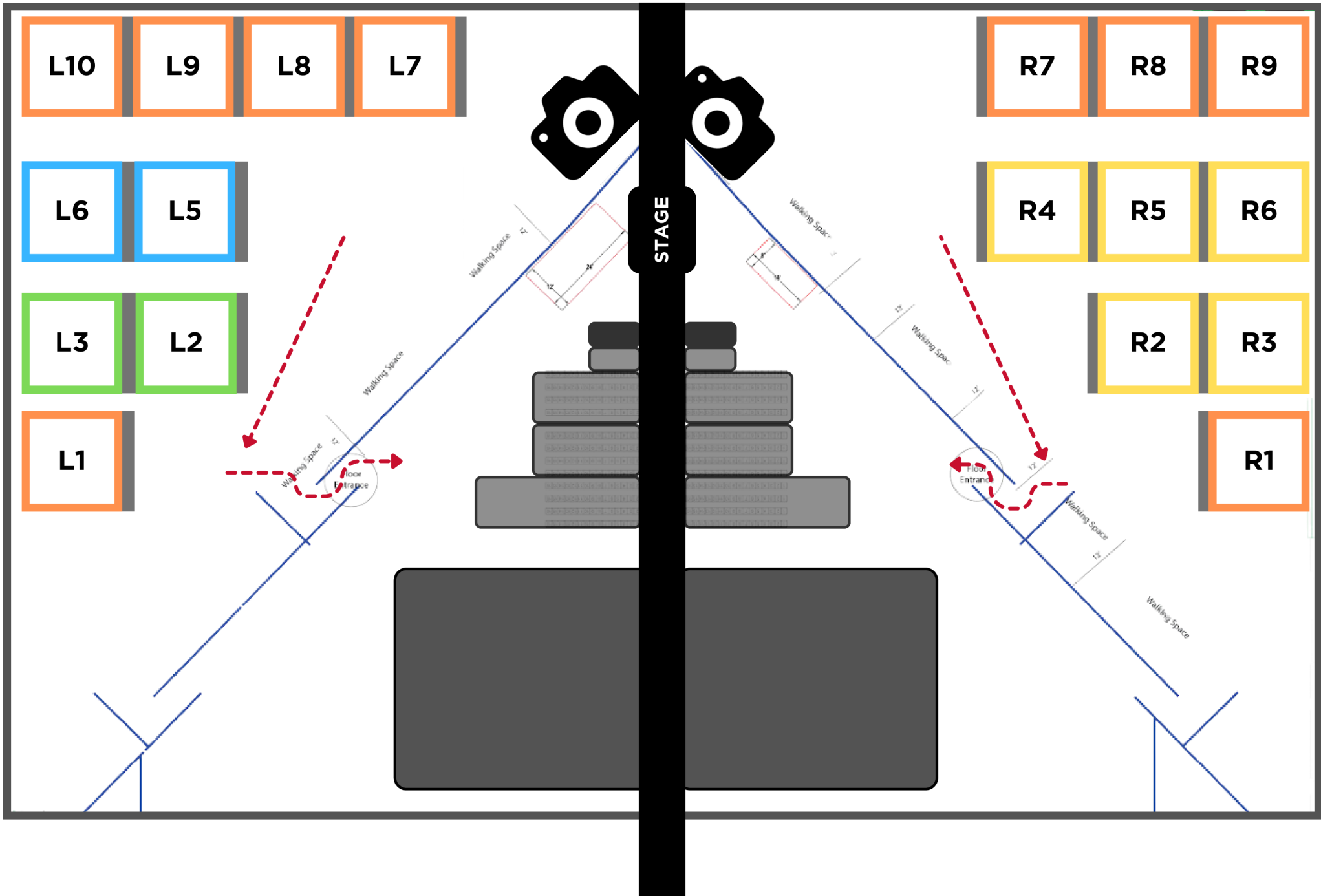
- L10** Social Work
- L8-9** Education
- L7** Org. Leadership
- L5-6** Public Health
- L4** *EMPTY*
- L3** Athletic Training
Wellness & Movement Sci.
Comm. Sci. & Disorders
- L2** Math
Biology
Computer Science
Geographic IS
Human Anatomy
- L1** Educational Leadership (EdD)

RIGHT SIDE (SOUTH)

- R9** Counseling
Addiction Studies
Child Life
- R7-8** Business
- R6** Accounting
- R5** Music Education
- R4** Communication Studies
- R3** History
- R2** Creative Writing
English Studies
- R1** Education Specialist (EdS)

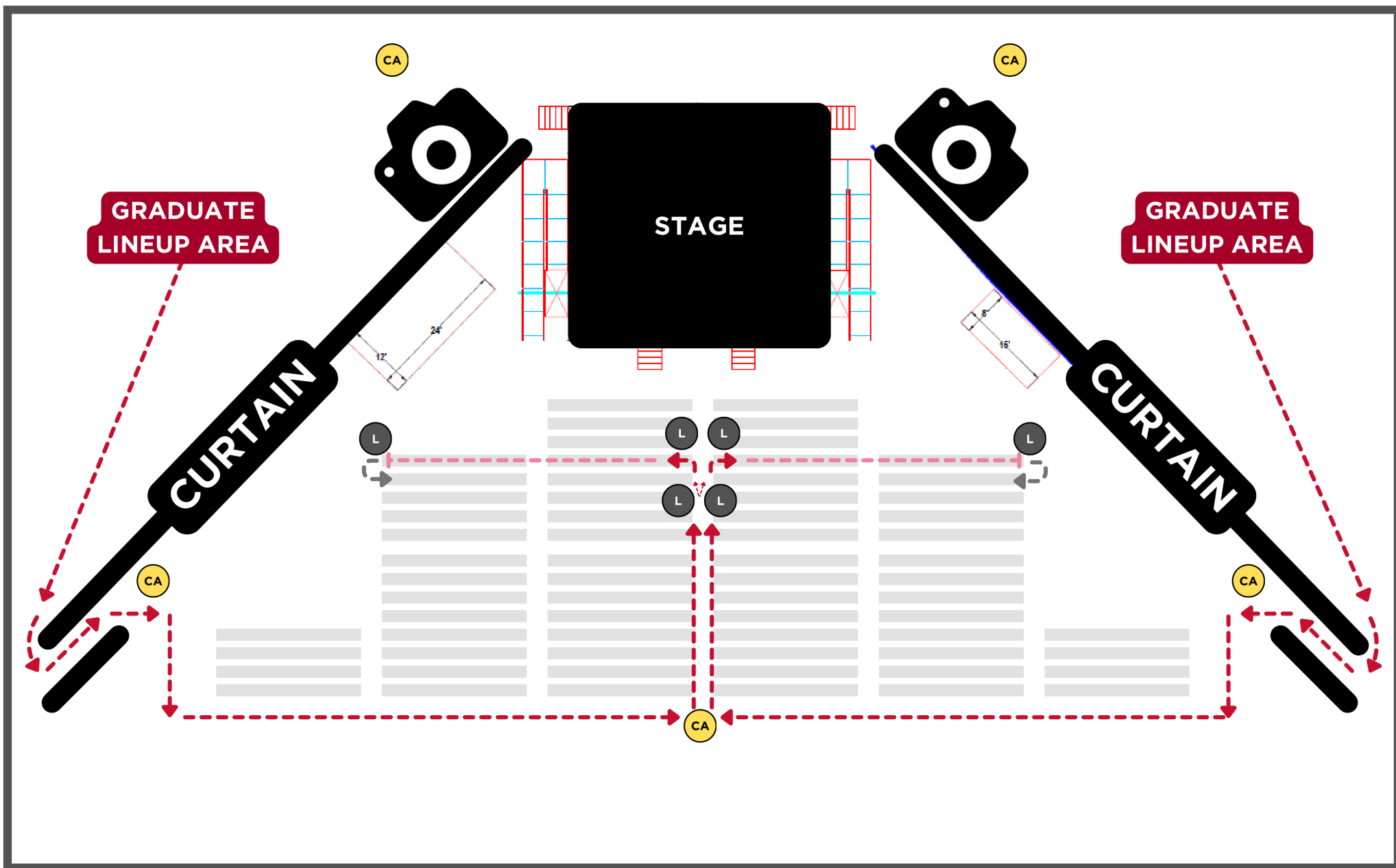
PHASE 2A: PROCESSION

9:00 AM



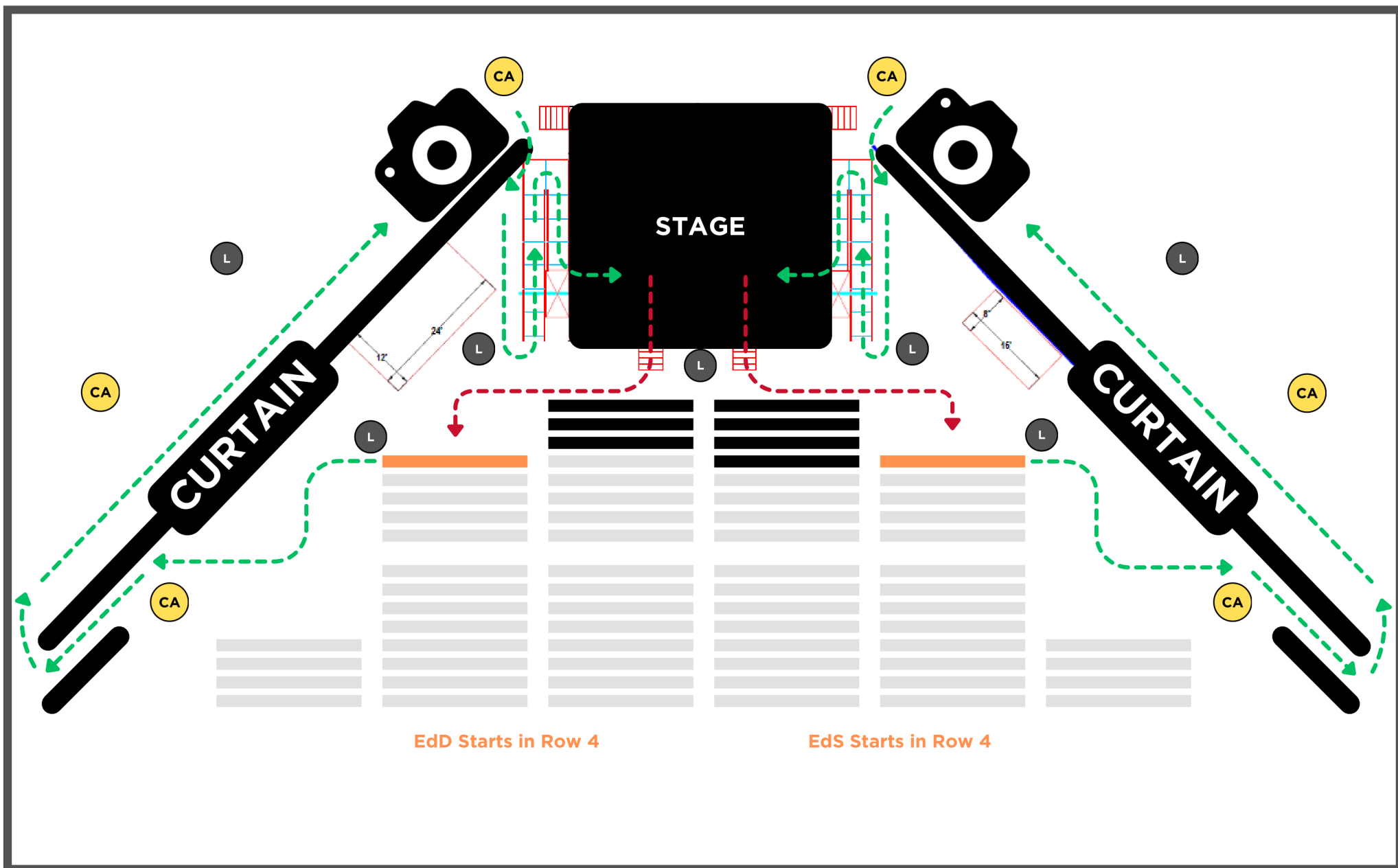
PHASE 2A: PROCESSION/SEATING

9:00 AM



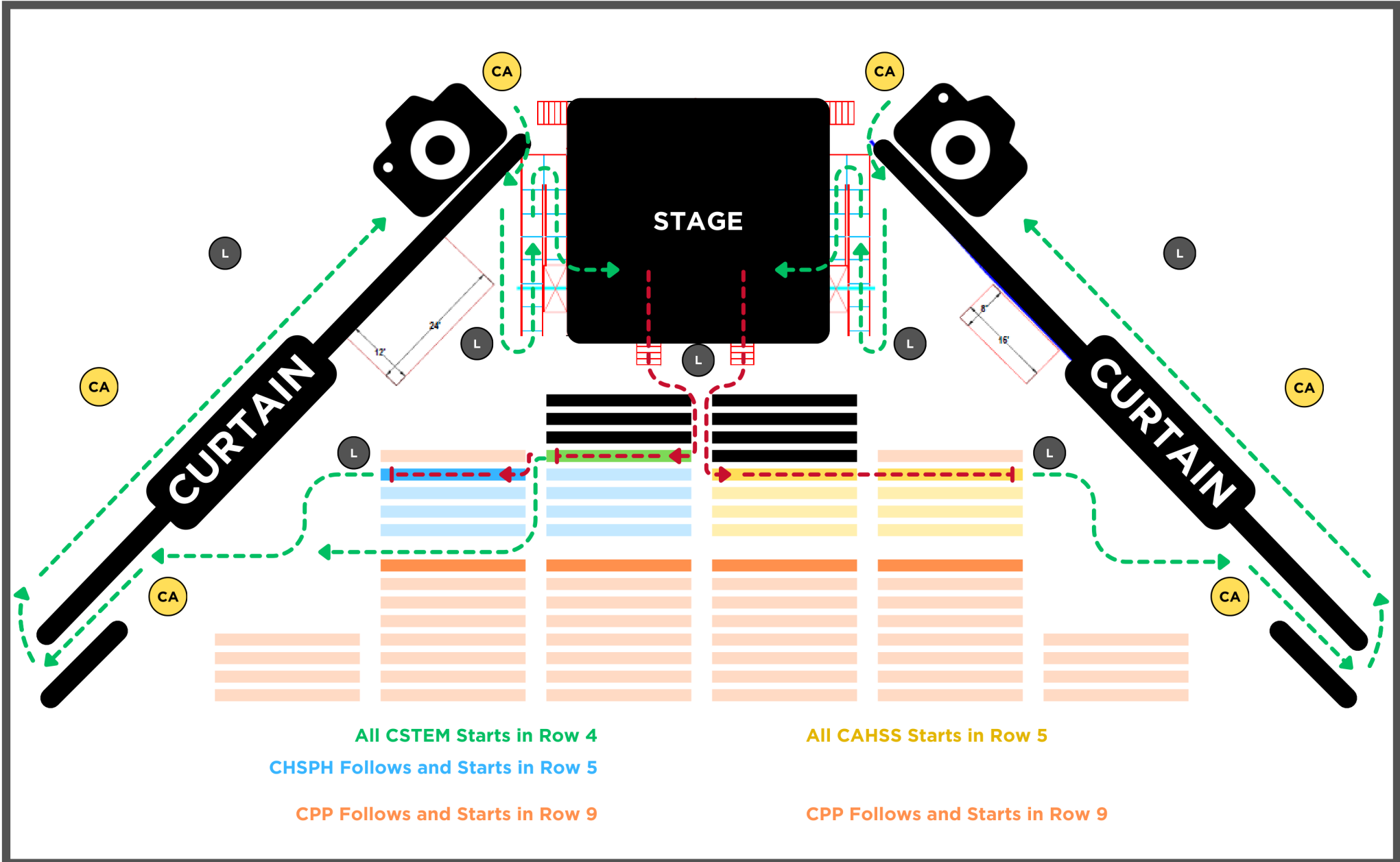
PHASE 3: CEREMONY (EdD/EdS)

9:00 AM



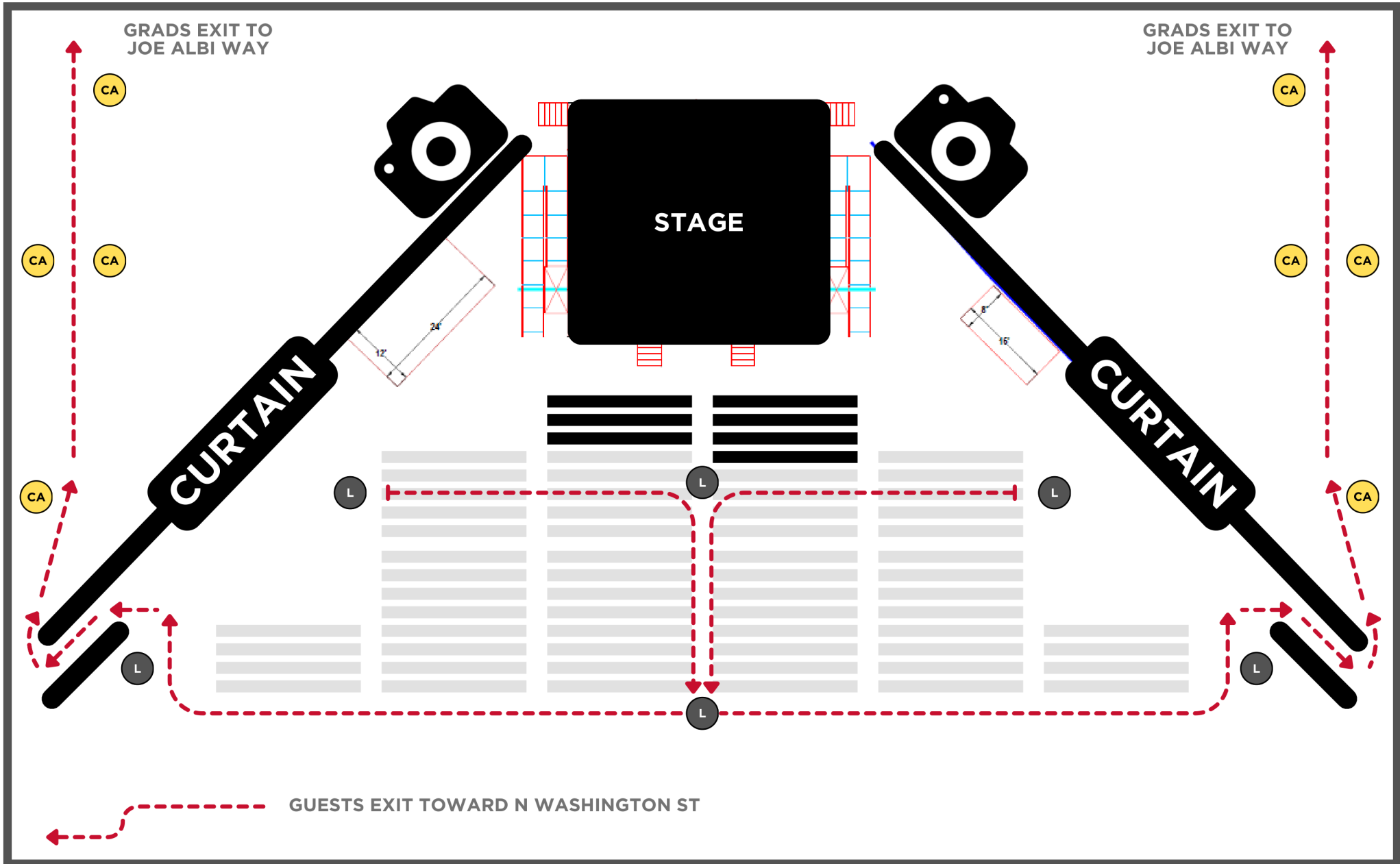
PHASE 3: CEREMONY (MASTER'S)

9:00 AM



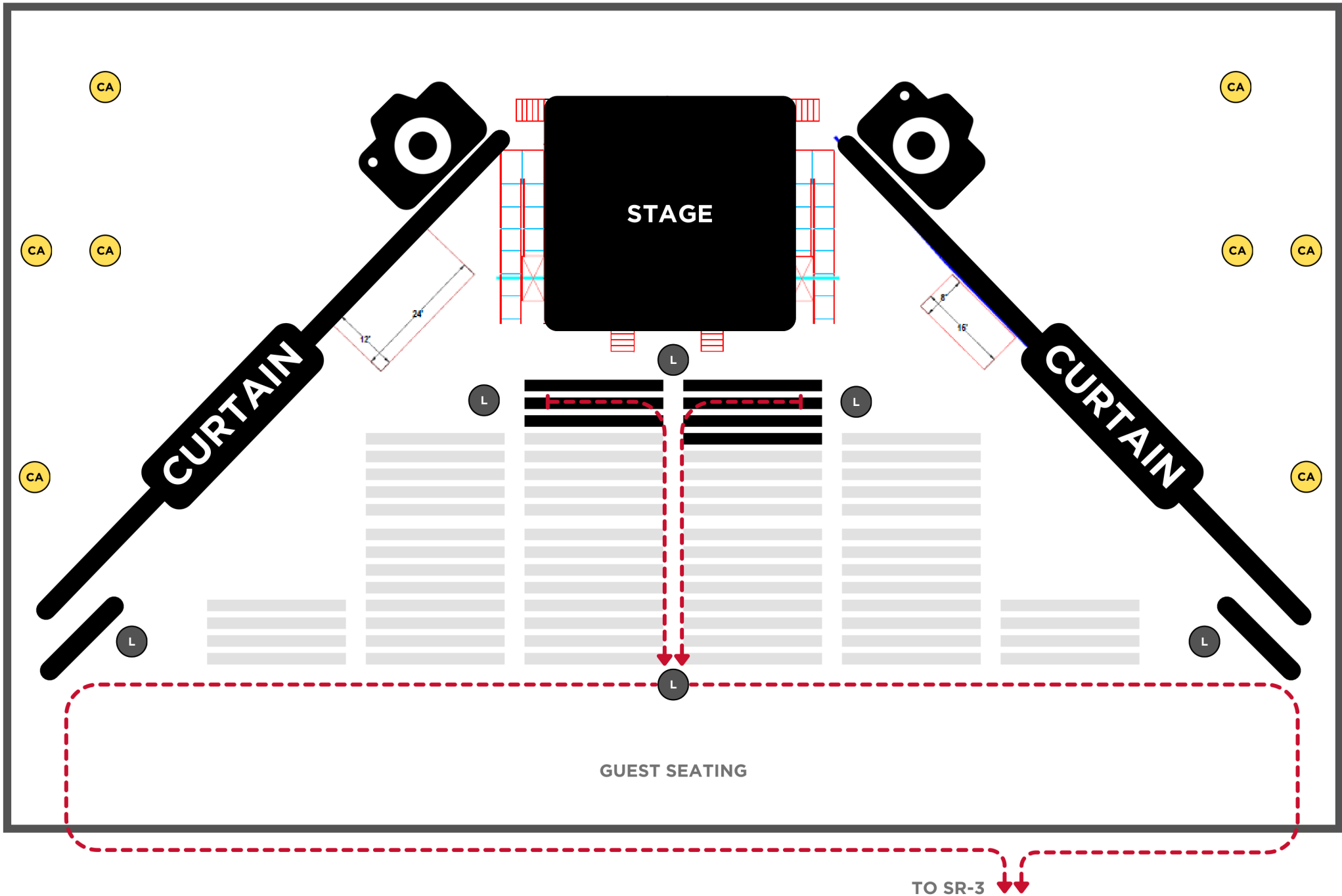
PHASE 4: RECESSION (GRADS)

9:00 AM



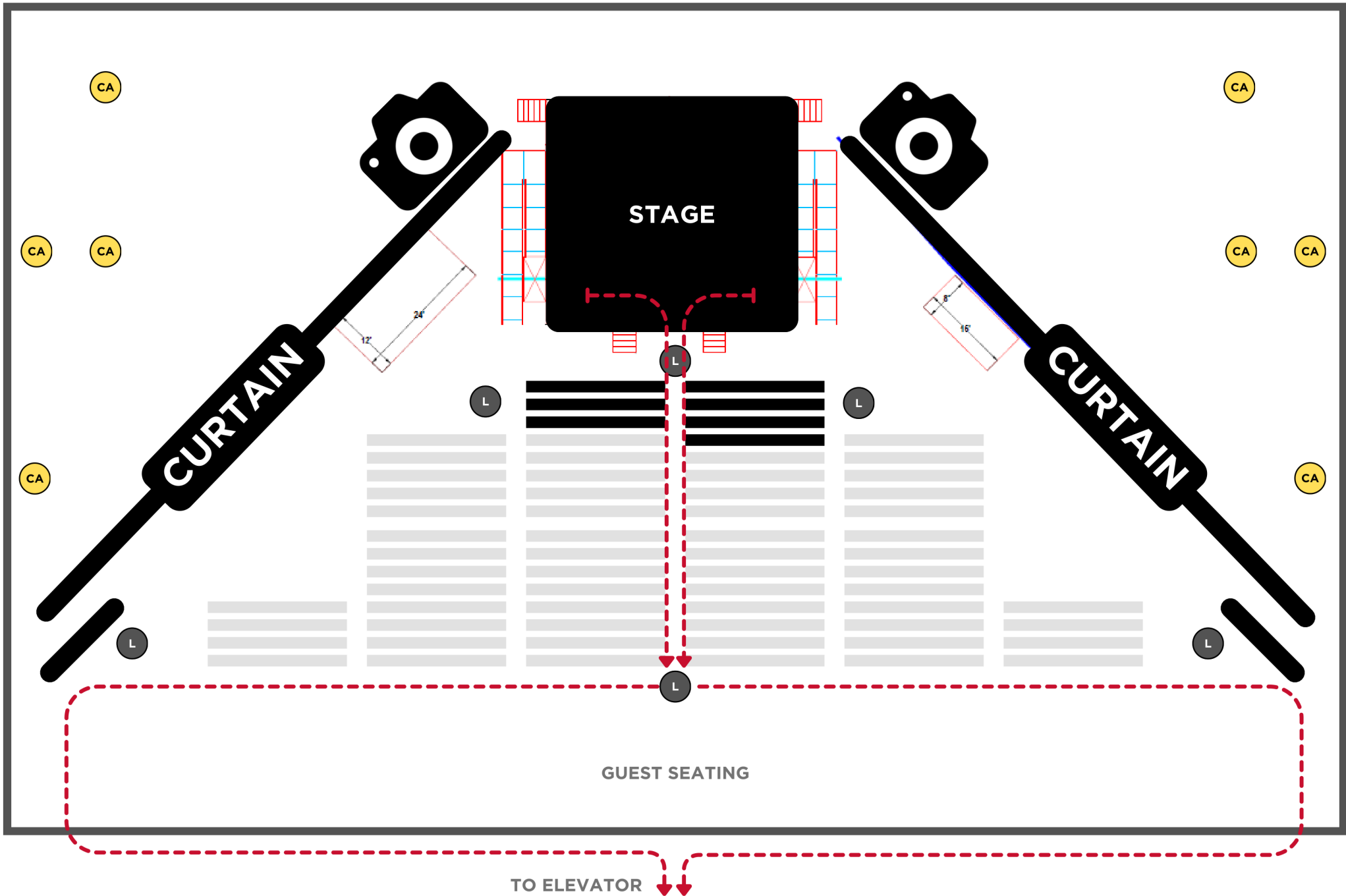
PHASE 4: RECESSION (FACULTY)

9:00 AM



PHASE 4: RECESSION (PLATFORM)

9:00 AM



TEAM TASSEL FAQ GUIDE

AFTERNOON

CEREMONY

BEGINS AT 1:30 PM

AFTERNOON TIMELINE

1:30 PM

Time	Event	Notes
11:30	AM Platform Party lunch begins <i>Upper level - Platform Party Lounge</i>	Chandalin will meet new/incoming Platform Party members at the main entrance
11:30	AM Team TASSEL afternoon volunteers arrive	Please check in with Alex at the loading dock entrance upon arrival
11:30	AM Ceremony prep/reset	<p>Podium prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Script on podium (Rob) <input type="checkbox"/> Platform Party name tags on chairs (Rob) <input type="checkbox"/> Diploma covers prepped on diploma tables (David Early) <input type="checkbox"/> Bottled water for Platform Party (Rob) <input type="checkbox"/> Emeritus awards and honor degree (Rob) <input type="checkbox"/> CAHSS & CSTEM gonfalons remain on stage <p>Lineup prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student lineup signs posted (Felicia) <input type="checkbox"/> Platform Party lineup signs (Chandalin) <input type="checkbox"/> Faculty lineup signs (Felicia) <input type="checkbox"/> Platform Party regalia setup (Alex) <p>Floor prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty get 1 program on their chair <input type="checkbox"/> Set out red bags & cheer cards on the graduates' chairs <input type="checkbox"/> Set up gonfalons for carriers (David Early) <ul style="list-style-type: none"> <input type="checkbox"/> EWU gonfalon to Platform Party lineup area <input type="checkbox"/> CHSPH & CPP gonfalons to LEFT side curtain entrance
11:45	AM Team TASSEL to stations	Please be at your assigned station by this time
12:30	PM Platform Party breakfast	Chandalin greet Platform Party members and direct them to the upper level for breakfast and robing

AFTERNOON TIMELINE

1:30 PM

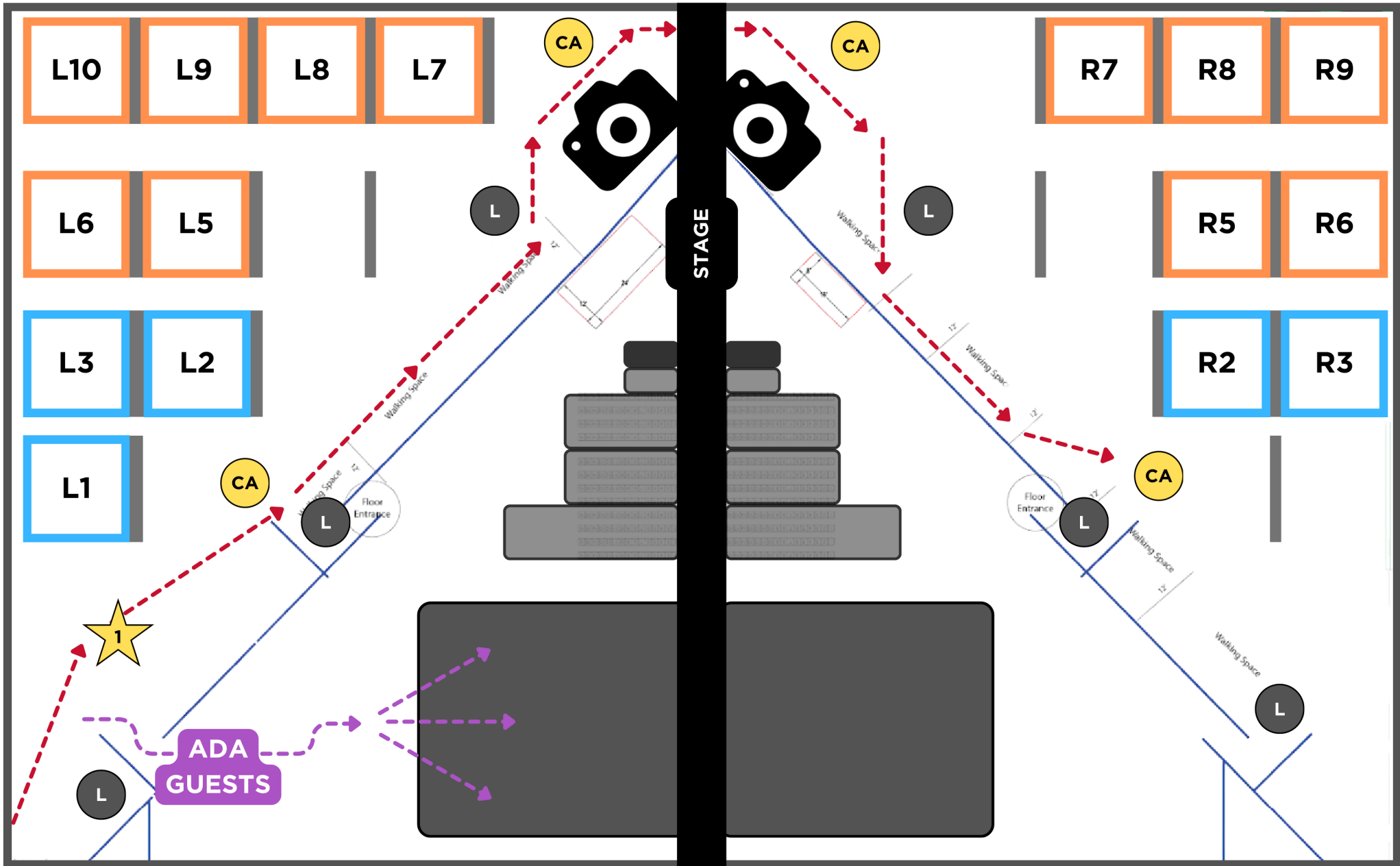
12:30	PM	Doors open	Students proceed to lineup pods
		Faculty arrive	Faculty proceed to robing room
1:00	PM	Platform Party robing	Platform Party proceed to robing room
1:10	PM	Faculty lineup	Faculty proceed to lineup area
1:15	PM	Platform Party lineup	Platform Party proceeds to lineup area
1:20	PM	10-Minute Warning announcement	Student gonfalon carriers should be in position, faculty readers should be in the correct student lineup area
1:30	PM	Ceremony begins	Processional Order: <input type="checkbox"/> CHSPH gonfalon, then students <input type="checkbox"/> CPP gonfalon, then students <input type="checkbox"/> Faculty (Associate Deans near the front) <input type="checkbox"/> Left side: CHSPH <input type="checkbox"/> Right side: CPP <input type="checkbox"/> Platform Party <input type="checkbox"/> EWU Gonfalon <input type="checkbox"/> Mace <input type="checkbox"/> BOT, College Deans, VPs, Provost, President, etc. <input type="checkbox"/> ROTC Honor Guard
3:00	PM	Ceremony ends	Recessional Order: <input type="checkbox"/> Mace Bearer (return to robing room) <input type="checkbox"/> Platform Party (return to robing room) <input type="checkbox"/> Faculty (return to robing room) <input type="checkbox"/> Students (exit)
		<i>Platform Party recesses to Western Fanfare</i> <i>Student recess to EWU Fight Song</i>	



If you're done working for the day, you are free to leave at 3:30 PM. Thank you for all of your hard work!

PHASE 1: LINEUP PODS BY COLLEGE

1:30 PM



PHASE 1: LINEUP PODS BY COLLEGE

1:30 PM

College of Professional Programs

College of Health Science & Public Health

LEFT SIDE (NORTH)

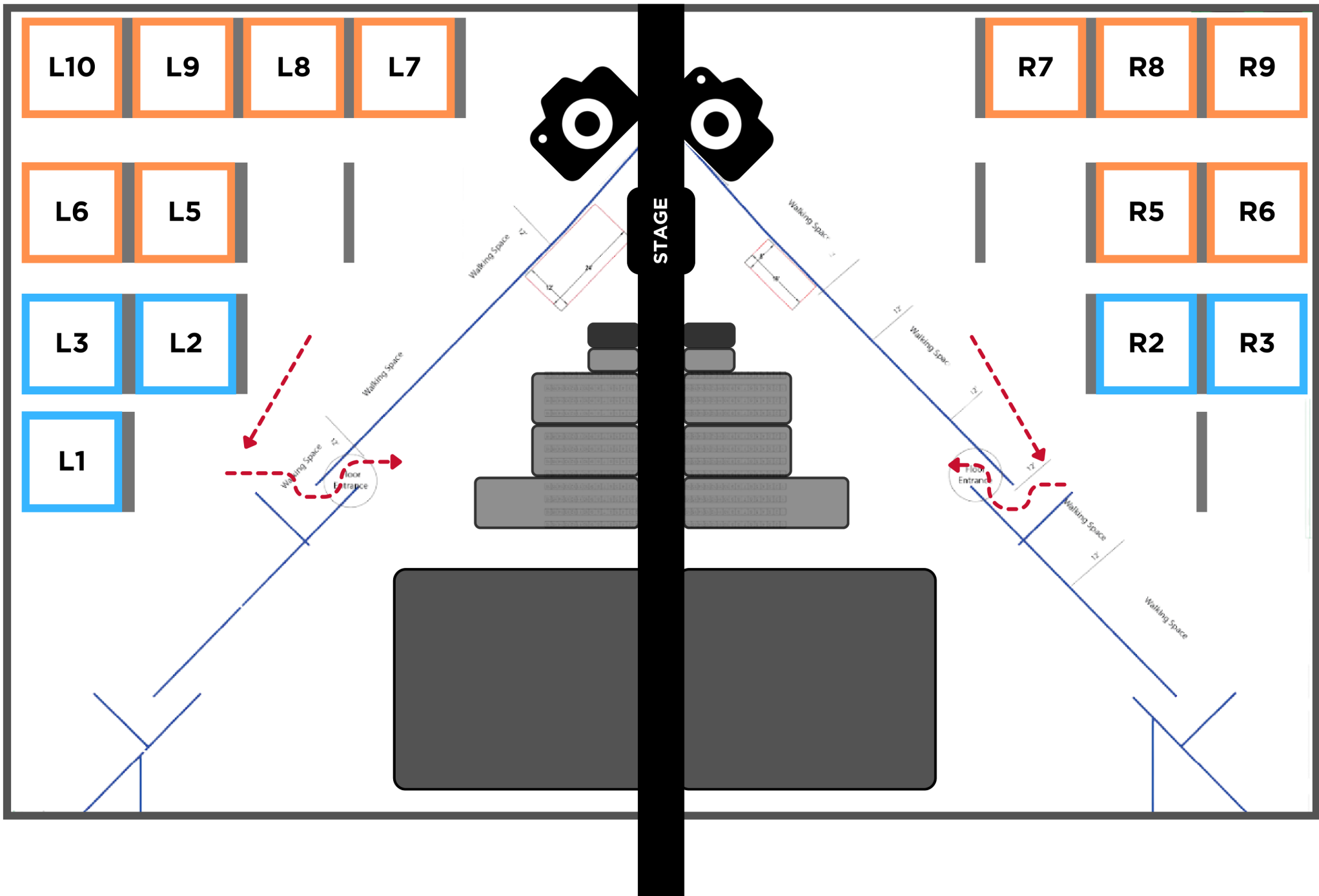
- L8-10** Business
- L7** Addiction Studies
- L6** Children's Studies
- L5** Social Work
- L4** Accounting
Interdisciplinary Studies
- L3** Health Services Admin.
Long Term Care
Healthcare Administration
Info Tech & MGMT
- L2** Health & Physical Ed.
Nursing
Dental Hygiene
Comm. Sci. & Disorders
- L1** Outdoor Recreation
Recreation Experience Mgmt.
Public Health
Recreation & Tourism Mgmt.
Therapeutic Recreation

RIGHT SIDE (SOUTH)

- R7-9** Psychology
- R5-6** Education
- R4** *EMPTY*
- R2-3** Exercise Science
- R1** *EMPTY*

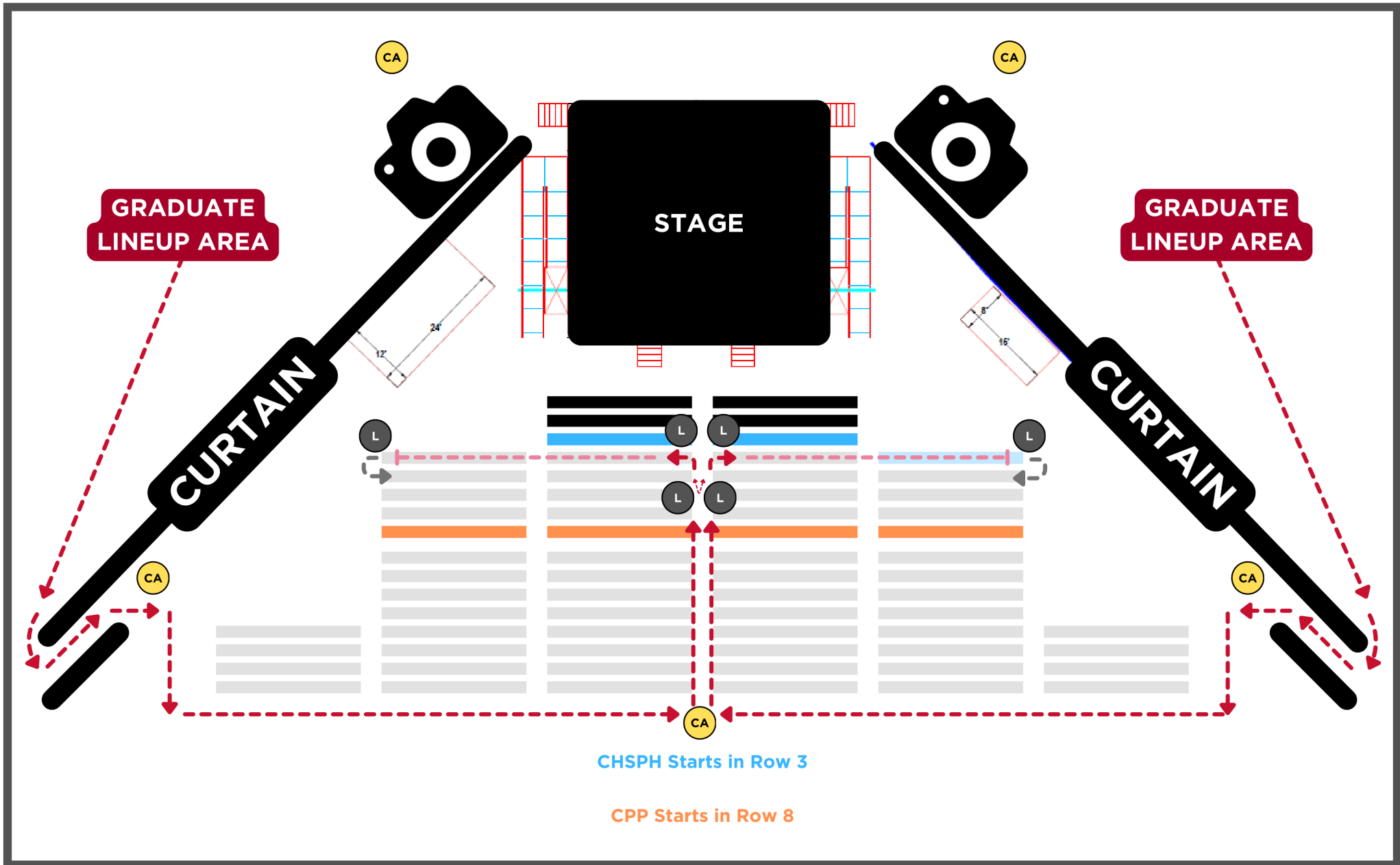
PHASE 2A: PROCESSION

1:30 PM



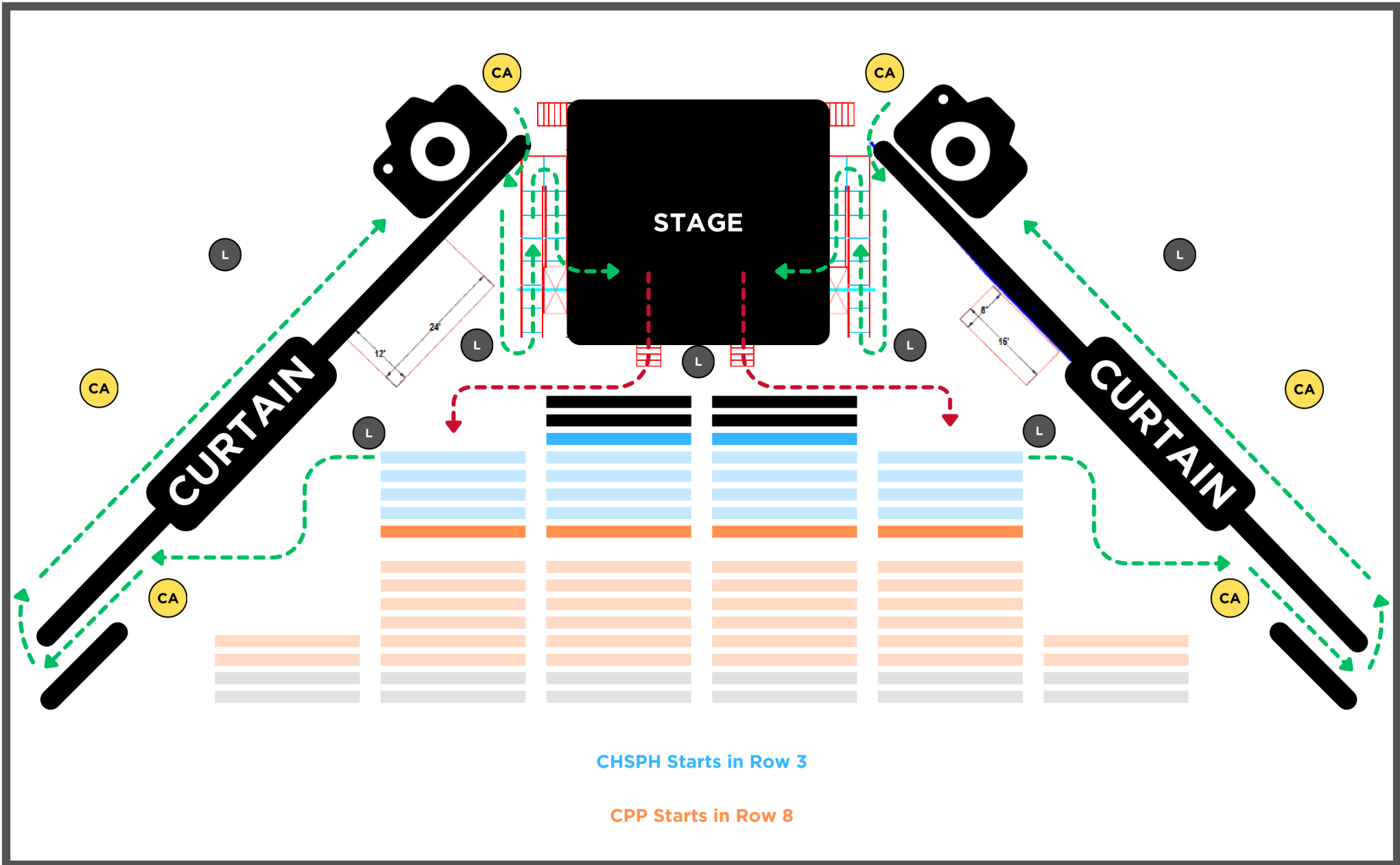
PHASE 2A: PROCESSION/SEATING

1:30 PM



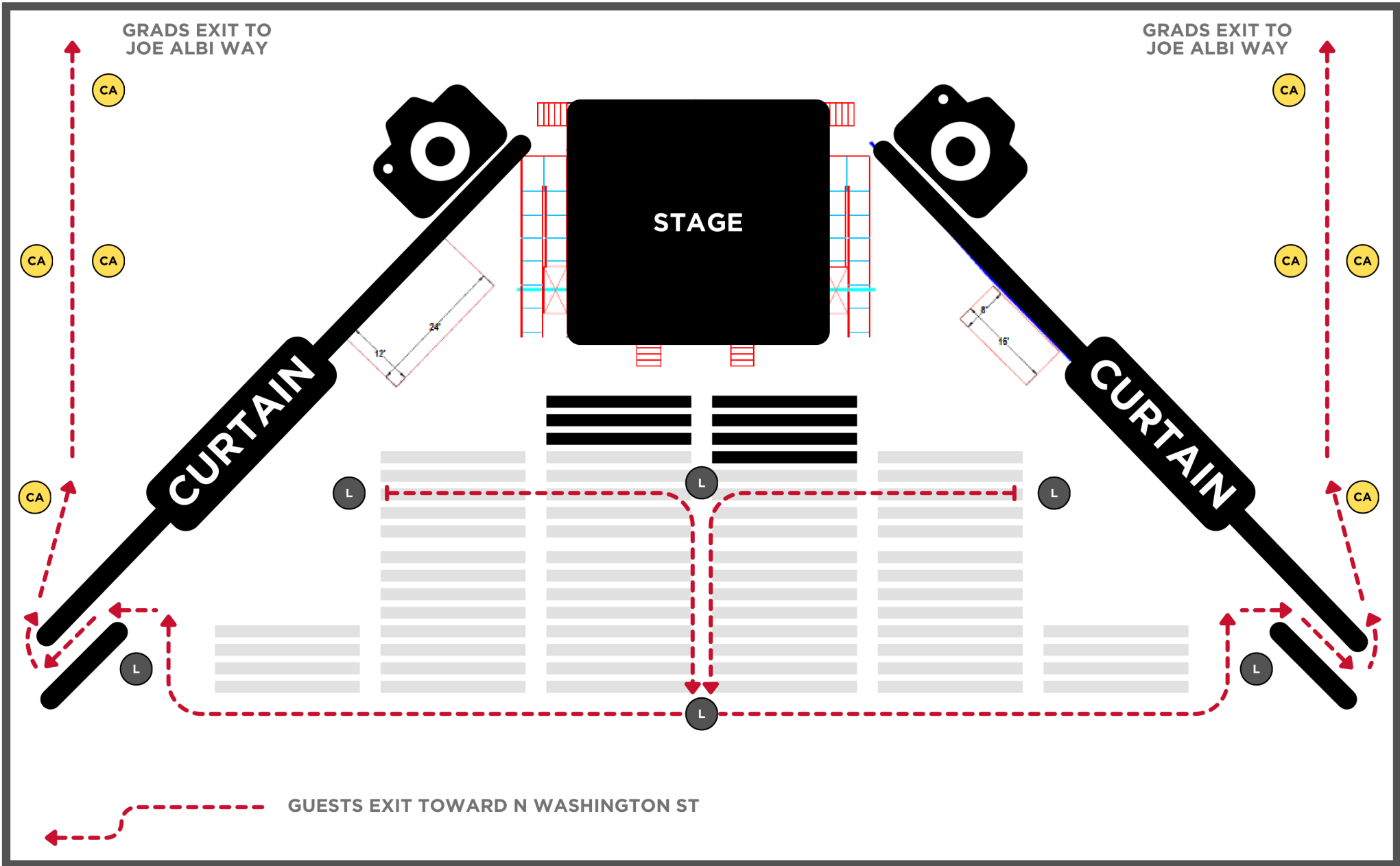
PHASE 3: CEREMONY

1:30 PM



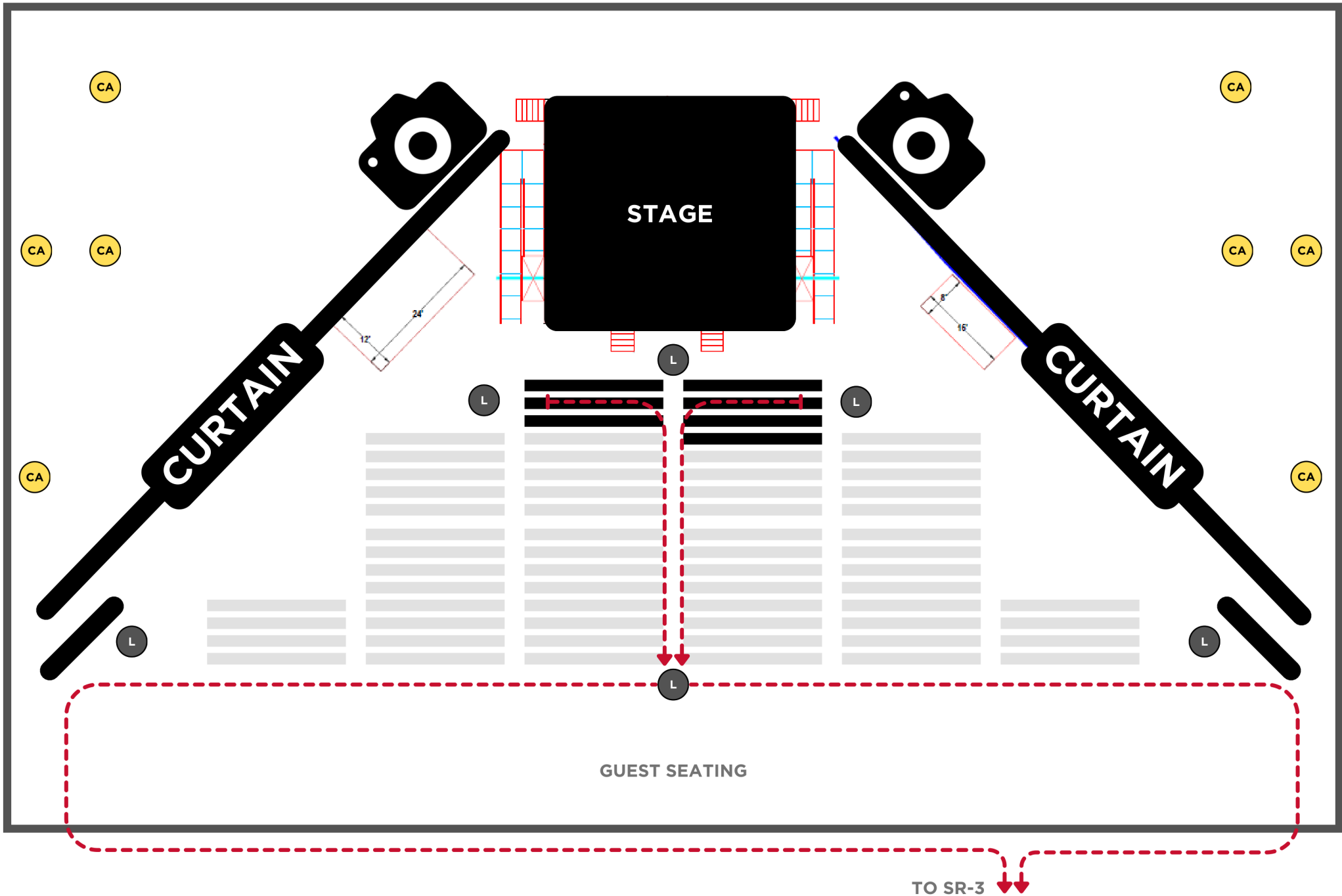
PHASE 4: RECESSION (GRADS)

1:30 PM



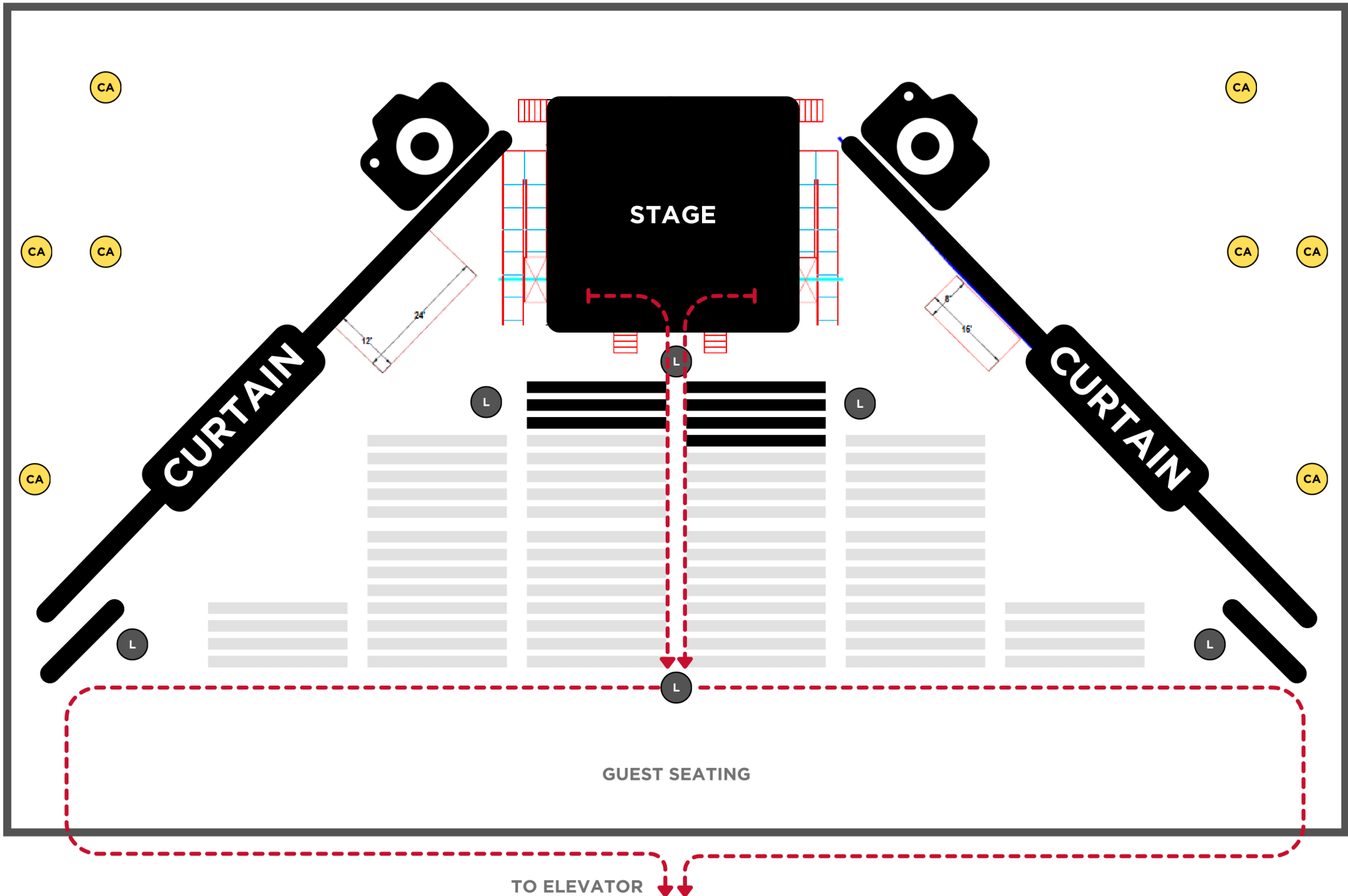
PHASE 4: RECESSION (FACULTY)

1:30 PM



PHASE 4: RECESSION (PLATFORM)

1:30 PM



TEAM TASSEL FAQ GUIDE

EVENING CEREMONY

BEGINS AT 5:00 PM

EVENING TIMELINE

5:00 PM

Time	Event	Notes
3:00	PM Platform Party reception begins <i>Upper level - Platform Party Lounge</i>	Chandalin will meet new/incoming Platform Party members at the main entrance
3:00	PM Team TASSEL evening volunteers arrive	Please check in with Alex at the loading dock entrance upon arrival
3:00	PM Ceremony prep/reset	<p>Podium prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Script on podium (Rob) <input type="checkbox"/> Platform Party name tags on chairs (Rob) <input type="checkbox"/> Diploma covers prepped on diploma tables (David Early) <input type="checkbox"/> Bottled water for Platform Party (Rob) <input type="checkbox"/> Emeritus awards and honor degree (Rob) <input type="checkbox"/> CHSPH & CPP gonfalons remain on stage <p>Lineup prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student lineup signs posted (Felicia) <input type="checkbox"/> Platform Party lineup signs (Chandalin) <input type="checkbox"/> Faculty lineup signs (Felicia) <input type="checkbox"/> Platform Party regalia setup (Alex) <p>Floor prep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty get 1 program on their chair <input type="checkbox"/> Set out red bags & cheer cards on the graduates' chairs <input type="checkbox"/> Set up gonfalons for carriers (David Early) <ul style="list-style-type: none"> <input type="checkbox"/> EWU gonfalon to Platform Party lineup area <input type="checkbox"/> CAHSS & CSTEM gonfalons to LEFT side curtain entrance
3:45	PM Team TASSEL to stations	Please be at your assigned station by this time
4:00	PM Doors open Faculty arrive	Students proceed to lineup pods Faculty proceed to robing room
4:15	PM Platform Party robing	Platform Party proceed to robing room

EVENING TIMELINE

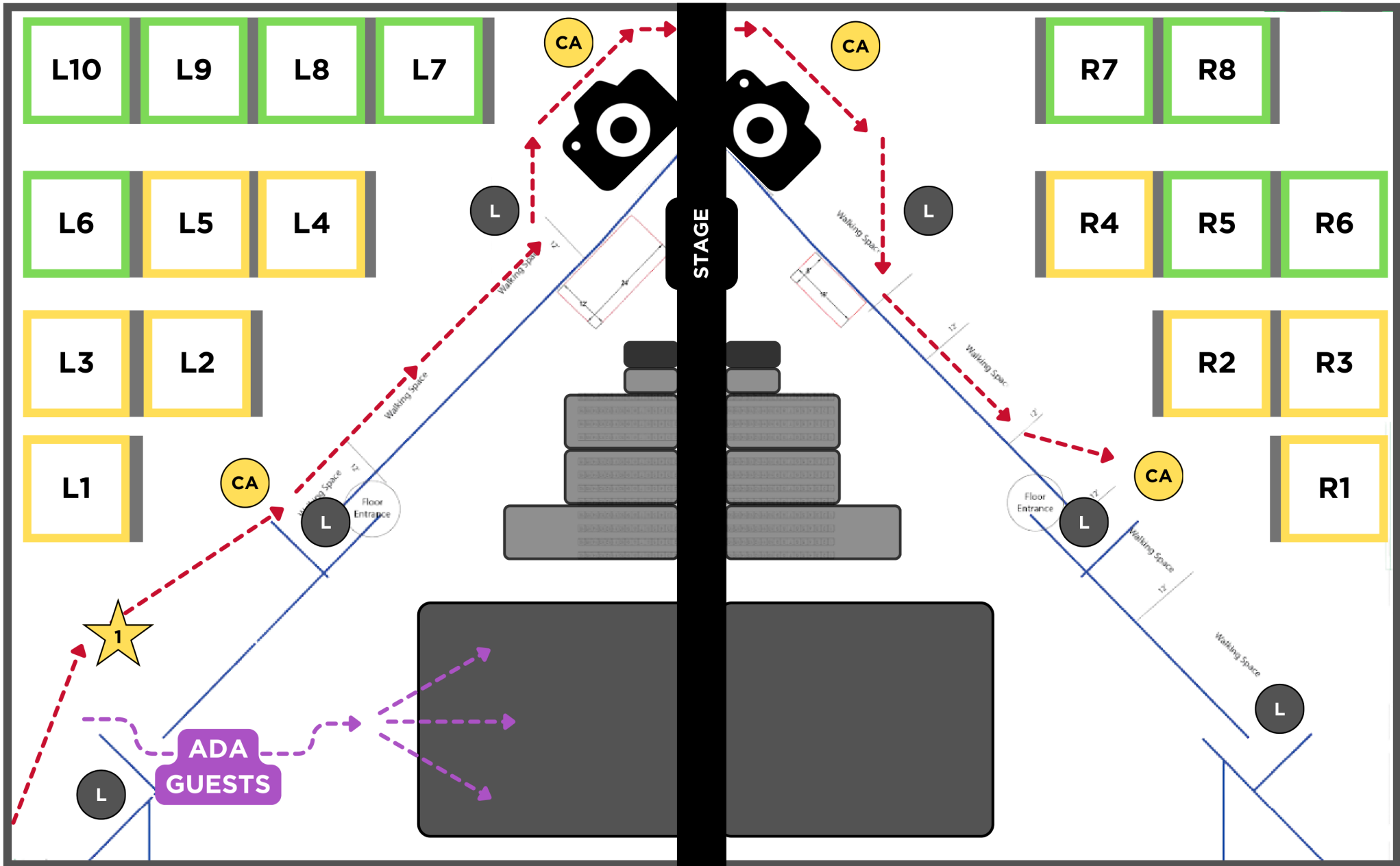
5:00 PM

4:40	PM	Faculty lineup	Faculty proceed to lineup area
4:45	PM	Platform Party lineup	Platform Party proceeds to lineup area
4:50	PM	10-Minute Warning announcement	Student gonfalon carriers should be in position, faculty readers should be in the correct student lineup area
5:00	PM	Ceremony begins	Processional Order: <ul style="list-style-type: none"><input type="checkbox"/> CAHSS gonfalon, then students<input type="checkbox"/> STEM gonfalon, then students<input type="checkbox"/> Faculty (Associate Deans near the front)<ul style="list-style-type: none"><input type="checkbox"/> Left side: CAHSS<input type="checkbox"/> Right side: STEM<input type="checkbox"/> Platform Party<ul style="list-style-type: none"><input type="checkbox"/> EWU Gonfalon<input type="checkbox"/> Mace<input type="checkbox"/> BOT, College Deans, VPs, Provost, President, etc.<input type="checkbox"/> ROTC Honor Guard
6:30	PM	Ceremony ends	Recessional Order: <ul style="list-style-type: none"><input type="checkbox"/> Mace Bearer (return to robing room)<input type="checkbox"/> Platform Party (return to robing room)<input type="checkbox"/> Faculty (return to robing room)<input type="checkbox"/> Students (exit)
6:30	PM	Cleanup	Clean up remaining grad bags, signage, etc.

As soon as things are wrapped up, you are free to leave. Thank you for all of your hard work!

PHASE 1: LINEUP PODS BY COLLEGE

5:00 PM



PHASE 1: LINEUP PODS BY COLLEGE

5:00 PM

College of Arts, Humanities & Social Sciences

College of Science, Tech, Engineering & Mathematics

LEFT SIDE (NORTH)

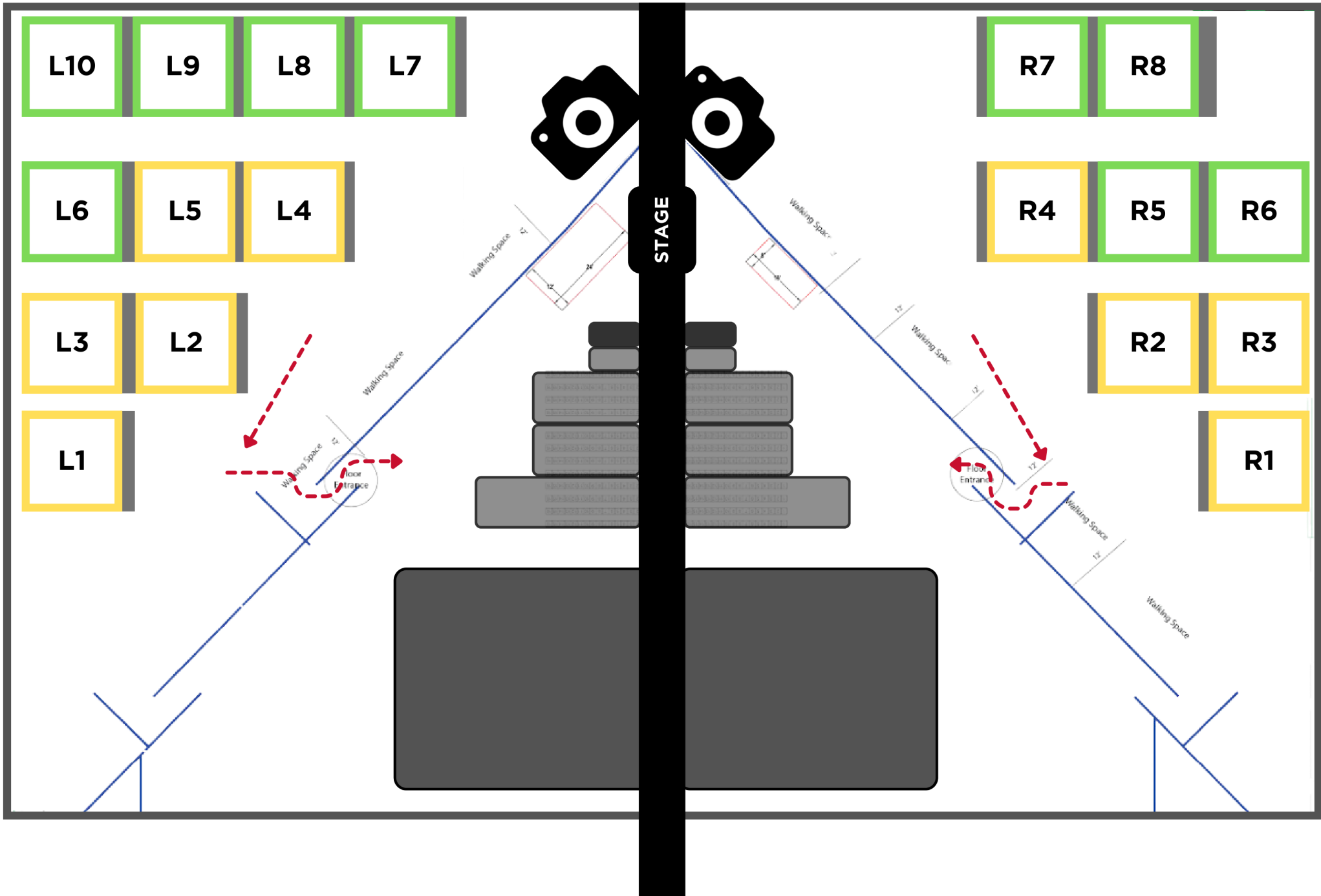
- L10** Chemistry
Biochemistry
Physics
- L9** Biology
- L8** Geosciences
- L7** Mathematics
- L6** Design
- L5** Communication Studies
- L4** Film
Theatre
Art
Music
- L3** Economics
- L2** Political Science
International Affairs
Urban & Regional Planning
- L1** Gender, Women, Sexuality Studies

RIGHT (SOUTH)

- R9** *EMPTY*
- R7-8** Mechanical Engineering & Tech.
- R5-6** Computer Sciences
Electrical Engineering
- R4** Teaching ESL
Philosophy
- R3** English/English Studies
English Education
Humanities
Journalism
- R2** History
Social Studies Education
Anthropology
Spanish
English Second Language
- R1** Criminal Justice
Sociology

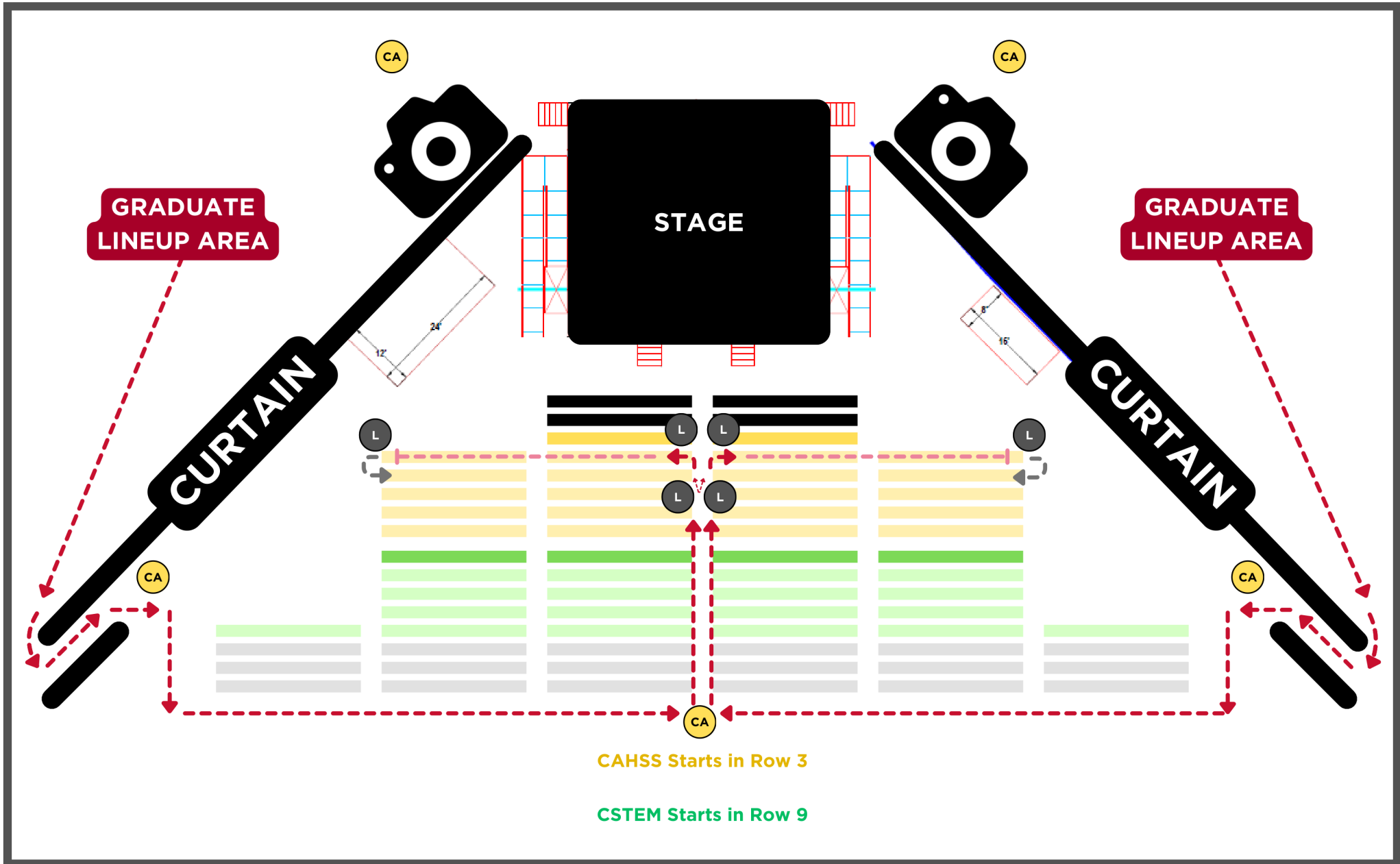
PHASE 2A: PROCESSION

5:00 PM



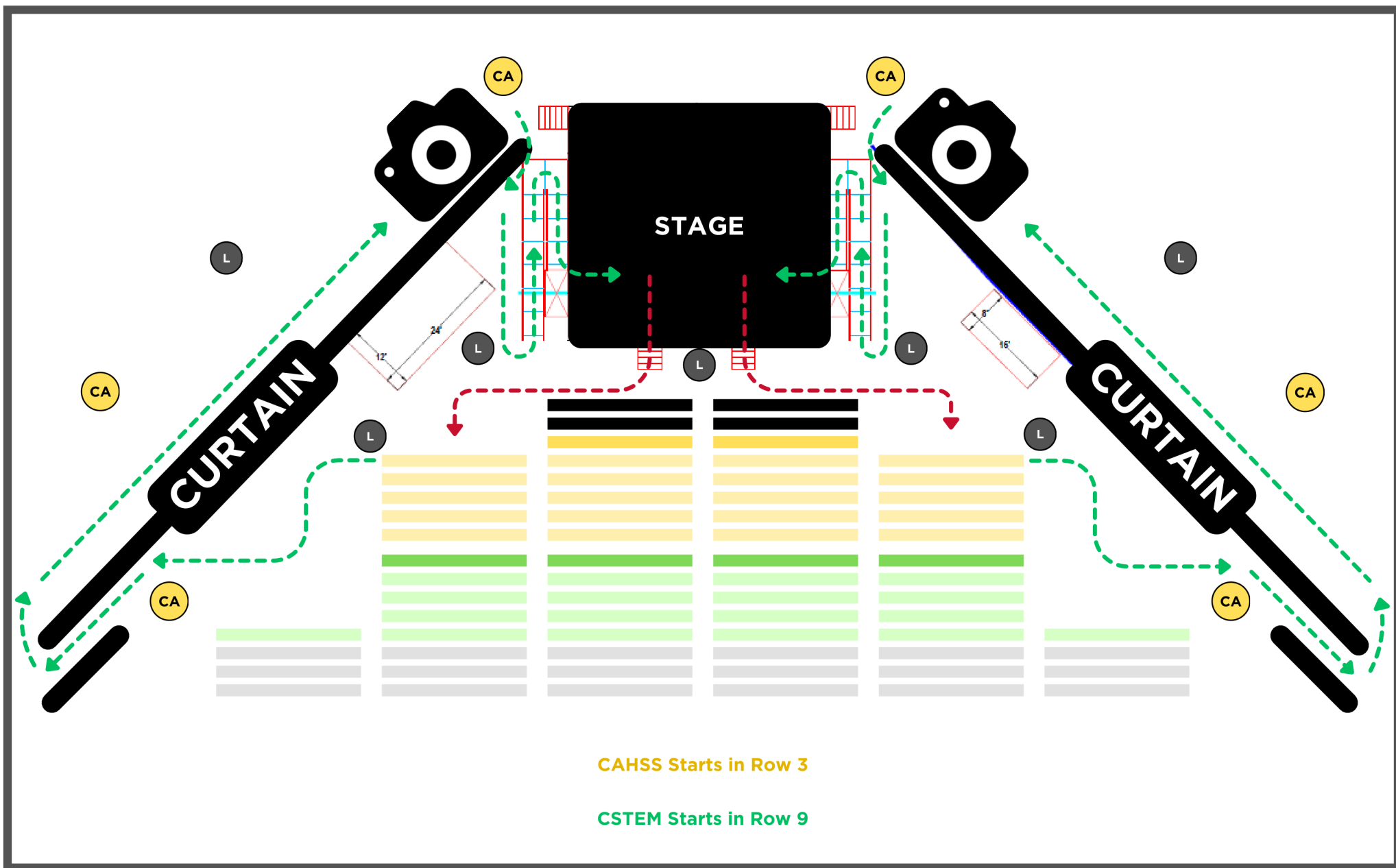
PHASE 2B: PROCESSION/SEATING

5:00 PM



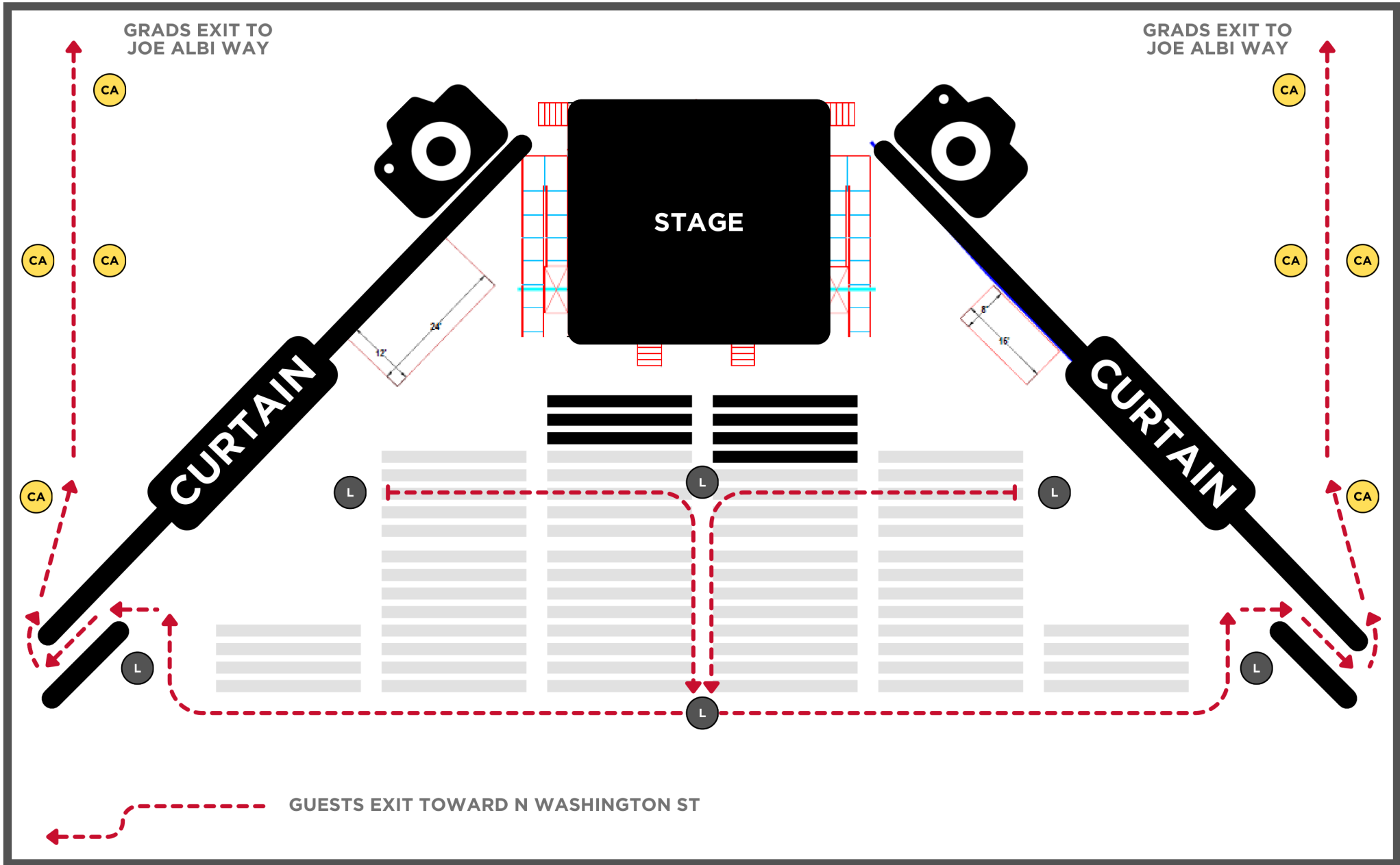
PHASE 3: CEREMONY

5:00 PM



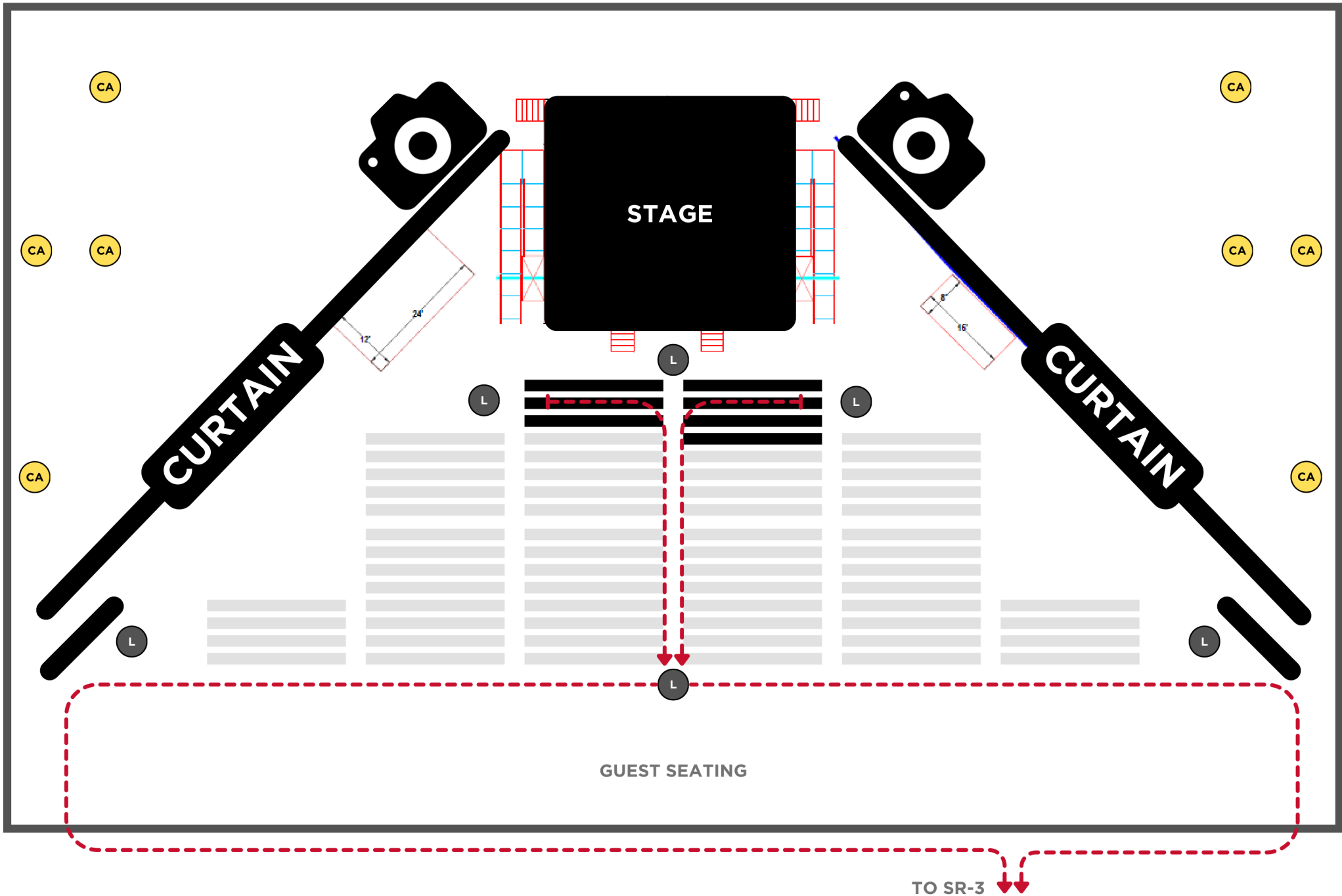
PHASE 4: RECESSION (GRADS)

5:00 PM



PHASE 4: RECESSION (FACULTY)

5:00 PM



PHASE 4: RECESSION (PLATFORM)

5:00 PM

