

MEMORANDUM

TO: FSU Administrators, Faculty, Staff, and Graduates

FROM: Jon Young
Provost and Vice Chancellor for Academic Affairs

Ben C. Minter
Director of Marketing & Special Events

DATE: Monday, November 28, 2011

The 22nd Winter Commencement exercises for Fayetteville State University will be held on Saturday, December 10, 2011, at 9:00 a.m. at the Cumberland County Crown Coliseum. **The processional will commence sharply at 8:15 a.m. and will follow the order noted later in this memo. Since the parking lot of the Crown will be very congested, be sure to allow ample travel time to park and be lined up for the procession by 7:15 a.m. (graduates) 7:45 a.m. (faculty/staff). Anyone arriving after the procession has started will be seated after the entire procession is complete.** Faculty and EPA staff with at least a baccalaureate degree are required to attend, to participate in the processional and recessional, and be attired in academic regalia.

Participants and workers should arrive at the Crown per the following schedule:

**7:00 a.m. Special Events Staff
Registrar
Registrar's Office Staff**

**7:00 a.m. All Marshals
Ushers**

**7:15 a.m. Graduates
Band
Choir
Robing Attendants
Audience**

**7:45 a.m. Administrators
Faculty
Staff
Platform Party
Bronco Legacy Circle**

8:15 a.m. *Processional to Begin*

Ushers, Choir, and Band will park in the general parking areas of the Coliseum. Ushers should report to the arena level of the Coliseum floor and the room designated for this group. The Usher Chair will designate areas of responsibility at that time. Ushers are asked to be in place and ready to assist guests when the doors open at 7:15 a.m. The choir and band will report directly to the Coliseum floor/arena level to take their positions.

Robing Attendants will park in the general parking areas of the Coliseum. Robing attendants should report to the Crown Ballroom located on the second level of the Coliseum. Robing will take place in the Ballroom where platform participants will be joined by any special guests prior to the processional.

Graduates and Marshals for Schools/College will park in the South and East Parking Lots of the Coliseum. They will enter the Crown through the Agri-Expo Center front entrance doors. Once inside, signage will be on display to assist. Line-up of student graduates will take place in the designated areas of the Crown Agri-Expo Center. Graduates are to line up in alphabetical order behind their college or school signage, and follow directions given out during Commencement Rehearsal on December 9, 2011, at 10:00 a.m., in Seabrook Auditorium.

Administrators, Faculty, Staff, Bronco Legacy Circle, and Marshals (all other) will park in the East Parking Lot of the Coliseum. They will enter the Crown through the East entrance doors. Once inside, they will turn right and go down escalator one level to the arena floor concourse (lower level) for lineup, as usual. Signage will be posted to assist.

Registrar and Registrar's Office Staff will park in the East or South parking areas and enter through the front entrance doors to the Agri-Expo Center. Set-up for the Registrar's Office will be in Section C (far right of the Agri-Expo floor area upon entering). Any unloading of materials or supplies by Registrar staff can be done at the front doors via the drop-off circle drive.

Platform Party members will have reserved parking in the West VIP Parking Lot. Platform Party participants will receive a special pass required in order to park in this lot. No one without the reserved parking pass will be allowed to park in the West VIP Parking Lot. The Platform Party should enter the Coliseum through the West VIP entrance, adjacent to the West VIP Parking Lot. Ushers will be on-site to direct VIPs to the Crown Ballroom where the platform party will robe and visit with any special guests prior to seating.

Audience and Guests will be able to enter the Crown Coliseum at 7:30 a.m. when the facility doors are opened to the general public. Audience and special guests will park in any of the general parking areas of the Crown Complex.

The 22nd Winter Commencement Rehearsal will be held on Friday, December 9, 2011, at 10:00 a.m. The rehearsal will take place in the J. W. Seabrook Auditorium on the FSU West Campus.

All graduates are required to attend the commencement rehearsal and should arrive at 9:00 a.m. to pick up their graduation card prior to rehearsal that begins at 10:00 a.m.

Marshals for Schools/College will meet Friday at 9:15 a.m. for orientation prior to rehearsal (front of auditorium).

Listed below are reminders and items of interest for your information:

1. Tickets will not be required to attend the 22nd Winter Commencement at the Crown Coliseum.
2. No strollers are allowed inside the Coliseum.
3. No umbrellas will be allowed inside the Coliseum except in case of inclement weather.
4. Further items that are not allowed in the Crown Coliseum include: flowers, balloons, guns, knives, or any concealed weapon, food or beverage, handheld lasers, lights, or pointers, backpacks, illegal substances, tobacco products, or any item affecting the safety and security of participants or guests.

5. Guests will be allowed to enter with their camera or video camera, but they will not be allowed access to the floor level of the Coliseum for photos at any time. Any personal photos are to be taken from the stands.
6. Participants and guests are encouraged to adhere to parking guidelines and areas designated for specific groups in order to avoid on-site problems. The platform party and VIPs will be required to have a parking pass in order to park in the West VIP Lot.
7. Guests are encouraged to be on time.
8. A map of the Crown Coliseum Complex site is attached for reference and use.

Individuals who have been appointed to serve as Marshals for the 22nd Winter Commencement are listed below:

Chief Marshal

Dr. Shubo Han, 2011-2012 Teacher of the Year

Administration

Mr. Greg Moyd

Mr. Bobby Wynn

Faculty

Dr. Donatus Okhomina

Dr. Linda Wilson-Jones

Staff

Ms. Pat Flanigan

Mr. Anthony Watson

College of Arts and Sciences

Dr. Trela Anderson

Dr. Stayce Blount

Dr. Annie McCullough Chavis

Dr. Skye Dent

Dr. Michael DeValue*

Dr. Hsiaofen Hemstock

Dr. Matthew Lindberg

Dr. Subir Nagdas

Dr. Jonas Okeagu

Dr. Mohammad Siddique

Dr. Linda Tomlinson

Dr. Alisha Winn

Dr. Hongbing Zhang

School of Business and Economics

Dr. Petur Jonsson*

Dr. Constance Lightner

Dr. Don Okhomina

Dr. Rammohan Yallapragada

School of Education

Dr. Tawannah Allen

Dr. Vickie Armstrong

Dr. Shelton Ford
Dr. Earlyn Jordon*
Dr. Theodore Kaniuka
Dr. Teresa Reynolds

Doctorate

Dr. Tawannah Allen
Dr. Theodore Kaniuka

Bronco Legacy Circle

Dr. Stanley Johnson

**Denotes College/School Lead Marshal*

Please follow the order of line-up/march as outlined below:

Processional

Floor-Level:

Left

Faculty

- Distinguished Professors
- Doctorates/Terminal Degrees
- Master's
- Bachelors

Right

Administration

Administrators

- Executive Assts to the Chancellor
- Special Assts to the Chancellor
- Associate Vice Chancellors
- Assistant Vice Chancellors
- Directors
- Coordinators
- Chairpersons

Staff

- Doctorates/Terminal Degrees
- Master's
- Bachelors

Bronco Legacy Circle

Floor Level: Graduates (right aisle turning left into rows)

College of Arts and Sciences
School of Business and Economics
School of Education
Doctoral Candidates

Stage:

Chief Marshal
Chancellor
Keynote Speaker
Platform Party Members

Recessional

Floor-level participants are reminded to allow the platform party to exit all the way down the aisles prior to stepping into the aisles to begin their recessional.

Faculty/Administration/Staff recess following the exit of the platform party down the aisle on which they entered and should immediately clear the lower level corridor for the graduates exiting behind them.

Graduates recess down both aisles following the faculty and staff recession. The recession line of graduates will exit the arena floor level and continue up the escalators (two levels) to return to the Agri-Expo Center. Personnel will be on-site to direct graduates into the Agri-Expo where Office of the Registrar personnel will handle disbursement of degrees.

Any Winter Commencement related concerns or questions should be directed to the Office of Academic Affairs. A platform party layout and order of procession will be forthcoming as well as made available on-site on Saturday.

Thank you.

Attachment: Crown Coliseum Map