New York Undergraduate Agenda

INSTRUCTIONS FOR STAFF AND STUDENTS

New York Undergraduate Commencement
May 22, 2011, 10:30 AM

SITE:
Avery Fisher Hall, Lincoln Center
10 Lincoln Center Plaza (Columbus Avenue and 65th Street)
New York, NY

This is the MAIN entrance that is used by students.

ENTRANCE:
Use the main entrance listed above.
IMPORTANT! Do not forget you PACE ID card. If requested, please show your Pace ID card.

SCHEDULE:

8:00 A.M.
Arrive at Avery Fisher Hall. Please report to the main lobby and sign in at the Commencement Assistance Registration Table (to the left of the lobby).

Also, each person assisting will have the opportunity to win a raffle. Please Do Not Forget to return to the Commencement Assistance Registration Table to sign out and complete the raffle coupon or you will not be eligible to participate in the raffle drawing.

8:45 A.M.
Group leaders will call out the name of staff/students in their group, explain the individual assignments.

9:00 A.M.
Please report to your assigned area.

9:15 A.M.
Graduates arrive and report to the main hall and tier levels.

9:45 A.M.
Doors open for guests of graduates who will proceed in to the main hall and/or tier levels.

10:30 A.M.
Start of procession.

11:30 A.M.
At this time please check in with your group leader. Your group leader will inform you whether or not you can leave or if you have continued assignments. For those of you who do not have a

continued assignment, please do not forget to sign out.

12:30 P.M.
Those continuing their assignment are to report back to their assigned areas.

1:00 P.M.
Approximate completion of the Program.

REMINDER: Please do not forget to sign out.

DRESS CODE:
NO JEANS!
Gentlemen: Either a suit or sports jacket and a tie.
Ladies: Either a suit, dress, or pantsuit.

Banner Carriers: Please do not wear heels.

Should you have any questions or if for any reason you are unable to assist us at this ceremony, please contact us immediately at 914-923-2711 or commencement@pace.edu.
Thank you for all your help!

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