

WESTSIDE FACULTY COMMENCEMENT INSTRUCTIONS

Benaroya Hall

S. Mark Taper Foundation Auditorium

June 14, 6:30 P.M.

ARRIVAL: Participants should arrive at Benaroya Hall no later than 5:30 p.m. You may robe in the Artists Green Room. The ceremony begins at 6:30 p.m. sharp. Faculty should enter through the Artists Entrance on 2nd Avenue or from the Benaroya Hall Parking garage. If you are entering through the parking garage, you will need to take the elevator to the 2nd Avenue Floor – 1*, Artists Entrance. Your name will appear on a list, and the security personnel will guide you to the green room. If you are traveling from Ellensburg to Benaroya Hall, please allow an extra half hour to accommodate for traffic. In keeping with the traditions of this ceremony, we request all participants dress in commencement regalia.

SEATING: We have made change to Faculty seating this year. All Faculty will be seated on the stage behind the Presidential Party. Faculty who are hooding will be seated stage left. A seating arrangement is attached, **but it is subject to change.** The members of the Silver Cortège will guide you to your seating location when you arrive.

HOODING MASTERS CANDIDATES: Those faculty assisting with the hooding of masters candidates should precede to the front stage left to meet your candidates as they come up on stage. Usually one person places the hood over the students head from the front and the other person straightens the back of the hood behind the candidate. When your students are hooded, return to your seat by proceeding to stage right walking behind the podiums.

- Precede to the front of stage left to meet your master candidate (s). Two faculty members will be hooding each master student.
- Turn and hood the candidates; one faculty member will place the hood over the student's head from the front; the other person straightens the back of the hood behind the candidate. The master student will then go to center stage to receive their diploma.
- If you are joining another faculty already in the hooding process, please wait until they have completed the prior student's hooding process before you join them.
- When your student(s) are hooded walk behind the podiums to stage right, and return to your seat.

Deans Presentations: The Deans from each college will ask the faculty in their college **to stand** along with the students in their college during their brief presentation.

Recessional: **The recessional is in reverse order; the Faculty Marshal, then the Presidential Party will exit, followed by the faculty,** and the graduates will follow the faculty. Wait for a Silver Cortège member to guide you.

CANCELLATION: If you cannot attend, please notify the registrar at 509-963-3012. If you know of someone who plans to attend and is not on this list please ask him or her to contact us. Seats are pre-assigned.

If you have questions regarding the Westside ceremony, please contact Tracy Terrell at 509-963-3076.