

To: Class of 2017 Linn-Mar Graduates
From: Mark Hutcheson
Date: May 24, 2017
Subject: Commencement Details

Please read the following information carefully and share it with your parents.

Students whose names are in the first part of the alphabet will be seated on the right side of the US Cellular Center arena. Students whose names are in the last part of the alphabet will sit on the left side.

DRESS: Under your gown:

- Gentlemen: You need not wear jackets, but a white dress shirt with collar will improve the appearance of the gown. You **must** wear long pants and normal dress shoes.
- Ladies: You may choose to wear a simple knee-length, lightweight dress without a high neckline. A low neckline will be completely covered by the gown.

CAP: Cap should be placed on the head so that the mortarboard is level, with the long point of the crown to the back. The front point should be well down on the forehead. Speakers may or may not choose to remove their caps during their speeches.

TASSEL: At Linn-Mar, the tassel is worn over the **left** temple. Tassels should never be pinned or sewed, but should be permitted to hang naturally. After everyone has received their diploma, you will be instructed when to move your tassel to the right side as a group.

GOWN: The gown should be 10” – 12” off the floor. The gown should be placed on a hanger to allow folds acquired from packing to fall out. **Take your gown out of the packaging and hang on a hanger if you have not already done so.** If you iron your gown or hood prior to the ceremony, please do so with caution. Very low heat must be used to avoid melting the synthetic fabrics.

HOOD: Hoods are to be worn with the short V section in front and the longer V section with the LM logo in back. Graduates are asked to pay attention that the piping of the hood is visible on all edges and that the front V section rests lightly against the lower part of the neck.

CELL PHONES: Don't bring them at all or mute and keep out of sight.

You should plan to arrive at the US Cellular Center by 12:30 PM on Sunday, May 28. When you get to the US Cellular Center please find your line-up location by using the multi-colored lists posted on the large cement columns of the lower outside apron of the arena. The upper half of the alphabet will be on the side closest to I-380, while the lower half will be on the side closest to 1st Avenue.

PLEASE NOTE THAT YOU WILL NOT RECEIVE YOUR DIPLOMA ON STAGE. GRADUATES MUST PICK UP THEIR DIPLOMA AND GRADUATION PACKETS IMMEDIATELY FOLLOWING THE CEREMONY. These packets will be found at the rear of the area where you lined up prior to entering the main floor seating area of the arena. Please do not forget to do this. Original immunization cards will be included in your graduation packet. Please keep immunization cards secure for your records.

LINN-MAR COMMENCEMENT ORDER OF EVENTS

NOTE: Be at the US Cellular Center by 12:30 PM and in line no later than 12:40 PM. Have your tassel on the **left** side of the cap.

1. Special music by the band (10 – 15 minutes).
2. Processional, led by Rachel Bohnenkamp and Jonathan Issa, begins at 1:00 PM **sharp**. The lines from each side will merge into pairs behind Mr. Nuss. Try to keep a *four foot* interval between pairs (the pair in front of you should be barely out of reach) while in the processional. Walk briskly, but not too fast. Remain standing until invited to sit down.

Valedictorian, Salutatorian, and Class Officers: Instead of going to your seats with the class, continue up the aisle and come up on the left side step to the stage. Remain standing in front of your assigned seat on the stage until invited to sit down. Seats will be on the left side when you come to the stage.

Remember who sits on either side of you on the main floor and leave an empty seat if someone is not there because of being on the platform or absent.

3. Welcome by Senior Class President Scott Laubengayer. First thing he will do is ask everyone to be seated.

Introductions of Guests by Senior Class Officers - Kaushik Gokul, Sarah Lorenz, Mary Claire Henricksen, Marion Cagnard, and Noah Martin.

Board members to be introduced are George Abouassaly, Renee Gadelha, Jim Green, Tim Isenberg, Sondra Nelson, Tina Patterson, and Clark Weaver. They will stand as introduced and remain standing until all members are introduced.

Administration to be introduced includes Superintendent Dr. Quintin Shepherd, Associate Superintendent Shannon Bisgard, Board Treasurer J. T. Anderson, Board Secretary Angie Morrison, and High School Principal Dr. Jeffrey Gustason.

Recognition of Faculty Readers, LMHS Faculty, and Junior Ushers.

4. Introduction of all Valedictorian, Salutatorian, Graduates with “Distinction”, and Graduates with “Honors” by Dr. Gustason and recognition of Salutatorian and Valedictorians.

Jacob Lam – Salutatorian
Marion Cagnard – Valedictorian

5. Salutatorian and Valedictorian speeches – Jacob Lam and Marion Cagnard
At the conclusion of the speech: Student Leadership, Valedictorian, and Salutatorian leave the stage by the same stairway as previous and go to your seat among the graduates. Carter Lorenz will remain on the stage and sit with the faculty readers who will come to the stage at this time. The Choir will be moving to their performance positions at this time.

6. Music by the Choir. Carter Lorenz will invite everyone to stand during the singing of the *Linn-Mar Alma Mater*. Senior singers, Carter, and members of the Choir will go back to seats at conclusion. Graduates will take their seats when the Board sits.
7. Presentation of Class of 2017 by Dr. Gustason. Acceptance of the Class of 2017 by Dr. Shepherd This is a traditional ceremony and somewhat legal presentation. This will take about two minutes.
8. Presentation of Diplomas by Tim Isenberg and congratulations by Dr. Gustason and Dr. Shepherd on stage. Ushers will be at stairway to help you. Mr. Robertson will greet Graduates before you go up the steps on the right side of the stage and help keep you spaced. This is not a race, but should be brisk! Please give every graduate the opportunity for their name to be clearly heard by the audience. *Be careful when you reach for the handrail of the steps that your robe does not get caught!! **Each Senior Class Leader will move to a seat on the stage after receiving his or her Diploma (instead of proceeding down the steps).**
9. Kaushik Gokul steps back up to podium amidst applause for last graduate. Senior class officers move to spots in a row at front of stage. Closing by Senior Class Officer Kaushik Gokul. Kaushik will invite the graduates to stand, then move their tassels from the left to the right. Officers, wait for applause to die or 10 sec.
10. **Graduates will remain standing after the moving of the tassel. LMHS Faculty will line the center aisle. Officers will descend the steps and leave the platform when finished.** Officers will travel in pairs up the center aisle to lead the recessional of graduates as all leave the US Cellular Center floor. The recessional will start as Officers pass the outside of the front row of graduates.
11. Recessional, as directed by Rachel Bohnenkamp and Jonathan Issa, **starts from the outside of each row and from front to back.** Graduates will continue to stand until Rachel and Jonathan release your row, at which time you will follow the row that proceeded yours toward the stage, across the front, up the middle, and out the back of the Arena. **Please do not stop just outside the main area** as we need room for everyone to get out.
12. Proceed to get your packet that includes diploma, original immunization card, and academic awards earned this year. Graduates will keep Caps, Gowns, Hoods, and Tassels at the conclusion of the ceremony. Graduates must remain in a line and proceed toward the diploma packets tables without stopping. Once **ALL** graduates are out of the arena, graduates may move freely to locate family and friends.

DO NOT FORGET TO PICK UP YOUR DIPLOMA PACKET.

CONGRATULATIONS!! YOU ARE NOW A MEMBER OF THE LINN-MAR ALUMNI.