



EVENT: 47th FALL 2010 COMMENCEMENT

DATE: Sunday, December 12, 2010

TIMELINE:

4:15PM:	VIPs, Faculty, Volunteers
4:30PM:	Graduates
5:00PM:	Family and guests
5:40PM:	All to be seated
5:45PM:	Prelude
6:00PM:	Processional starts

LOCATION: Mahaffey Theater
400 1st Street South

ATTENDANCE: 245 Graduates, 50+ Faculty, Staff and Administrators
1750 Relatives and friends

PARKING: Free on campus; \$6.00 at Mahaffey Theater

Service Requests:

Regional Chancellor's Office

- RC Remarks
- Introduction of platform guests
- Introduction of President
- Introduction of RVC – Dr. Norine Noonan
- DeeLynn Rivinius – VIP Coordinator

Academic Affairs/Deans/Faculty

- Dr. Noonan
 - Introduction of Honors Graduates
 - Introduction of USF Alumni Association representative
 - Introduction of Masters students for presentation of degrees
- Dr. Richard B. Smith – Mace bearer
- Dr. Todd Shank – Reader (students' name and processional)
- Dean Frank Biafora (CAS) – Hooding of Masters students and presentation of degrees (Masters and Bachelors) – Hooding assistants: Drs. Deni Elliott (Journalism & Media Studies); Chris Meindl (Environmental Science & Policy), and Gary Mommino (Florida Studies),

Office of Academic Affairs

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- Dean Ebrahimpour (BA) – Hooding of Masters students and presentation of degrees (Masters and Bachelors) – Hooding assistant: Dr. James Fellows
- Dean Fueyo (EDU) – Hooding of Masters students and presentation of degrees (Masters and Bachelors) – Hooding assistant: Dr. Bill Heller
- Participating Faculty:
 - College of Arts and Sciences: Keith White
Debby Cassill
John Conlon
Ella Schmidt
Thomas Smith
Barbara Jolley
Justine Fernandes
 - College of Business: John Jewell
Alison Watkins
Bill Jackson
James Strachan
Cherie Collins
Weig Guan
Gary Patterson
Karin Braunsberger
Katherine Barker
Nina Schmidt
Robert Fisher
 - College of Education: Olivia Hodges
Charles Vanover
Deanne Michael
Kim Stoddard
Bonnie Braun
- Marshals
 - Mark Walters, Masters
 - Grover Kearns, Masters
 - Patricia Pettijohn, Bachelors
 - Melanie Riedinger-Whitmore, Bachelors
 - Malcolm Butler, Bachelors
 - Cynthia Leung, Bachelors

Office of Academic Affairs

Students Affairs and Volunteers

- Dr. Kelso – Review SGA speaker's speech
- Holly Kickliter – Platform Seating Arrangement and VIP Robing Room
- Walkie-talkies (4) – to be picked up on Friday, December 10, 2010
- Provide Student Ambassadors to be available to hand out programs and help with ADA seating.
- Check-in tables:
 - Masters: Rick Bollinger (Mezzanine – 2nd floor)
 - CAS: Kathy Agne and Zeynep Tufekci
 - COB: Dr. Diane McKinstry and Mark Weber
 - COE: John Husfield and Leah Williams
- Joyce Morin – Starter (identify guests at door; lead students to appropriate check-in tables)
- Yoli Lanuza – Commencement coordinator
- Lori Anderson – Assistant Commencement coordinator
- Jackie Wertel – Graduate check-in coordinator, assist in VIP/Robing Room setup, stage, and graduate seating.

External Affairs

- Jessica Hooper and Melanie Marquez: Faculty/VIP processional guides
- Sudsy Tschiderer – ADA coordinator/first floor management

Campus Activity Center (Don McCarty) – Prepare USF seal (stage backdrop) for pickup on Friday, December 10, 2010. Physical Plant will deliver to Mahaffey Theater.

Police Services

- Officer to be present at front door of Mahaffey Theater
- Four (4) walkie-talkies to be picked up on Friday, December 10, 2010.

Operations and Maintenance of Facilities

- Transportation of USF seal (stage backdrop) to/from Mahaffey Theater (Friday, December 10, 2010).
- Pick up Sudsy and ADA supplies and programs for transportation to Mahaffey Theater (Sunday, December 12, 2010)
- Meet Sudsy and Yoli at Mahaffey Theater's loading dock at 7:30PM to return materials to campus.

A HEARTFELT THANKS TO ALL OF YOU WHO HAVE MADE THIS COMMENCEMENT POSSIBLE.

Yoli

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