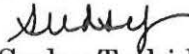


19 May 2000

TO: Joneen Maczis, Chair, Commencement
FROM:  Sudsy Tschiderer, Advancements - Special Events
SUBJECT: **Odds 'N Ends from Commencement - May 2000**

Here are some NOTES/SUGGESTIONS that I made for myself after Commencement. Thought you might find them useful, too!

1. Keep a **photo area** in west floor boxes (near our A/V station).
2. Need two **Mace holders**: one for dressing room and one for the stage. This would help ensure that the Mace is handled properly.
3. When the CAC distributes event tickets to students, remind the students to bring any **extra tickets** to Commencement should they find themselves with spares. Give spares to the usher at the entrance.
4. For graduates' packet: Boldly place instructions for students who plan to bring **guests with special needs**. Please let us know in advance nature of the need (intrepreter, special chair, wheelchair, etc.)
5. Advise all **readers** to read "Summa, Magna, Cum Laude" designations. Some College readers did, some didn't--to the ire of students who felt leftout.
6. Add **notes about the student** receiving the Outstanding Graduate Award to the script. (Somehow was deleted this year.)
7. Remember to provide **special seating** for the families of Ph.D. candidates and King-O'Neil winners.