

## Day of Graduation Checklist

This short checklist will help you have a smooth and enjoyable commencement to treasure! Please check page two of this checklist for information to pass on to your guests.

1. **Be on time.** Please show up 60-90 minutes before the actual ceremony starts. We start walking to the main floor at 30 minutes before the hour. If you're not already in line and counted, you will go to the end of the line.
2. Remember your **cap, tassel, and gown**. Caps and gowns are not allowed to be decorated, but you may wear the regalia authorized (e.g., PTK stole, honors cords).
3. The rest of your belongings (e.g., purses) need to be left with a family member or friend. *No food or drinks are allowed on the main floor of the gym for either rehearsal or graduation.*
4. Wear **"dress casual" clothing** (called Sunday best by some) under your gown. You will be a little warmer with the gown over your clothes. Wear shoes that you can navigate stairs without problem.
5. **Checking in:** Please be sure all your information is completed on the back of the graduation card. You will be provided your academic honors cord, if you've earned one. It will be draped over your right arm.
6. **Lining up (numerical order):** Please listen for directions. You will be seated in a chair, designated by the number at the top of your graduation card. Please stay in order and listen for additional directions!
7. **Processional (entrance):** We will tell you if you start a new row of seats. If you do, you will not need to wait to see if there is enough room for you in the row ahead; just enter the new row of seats. We will count everyone to make sure it's *just right*. And this is why we need you to be on time for your special day.
8. **SMILE!** We have invited a professional photography team to take several photos as you cross the stage and accept your diploma cover. Enjoy your moment!

*If you have any questions or concerns, please bring these to the attention of the Graduation Advisor or Registrar.*

## For Our Guests

1. Odessa College graduations are a well-attended event. We ask guests to use every seat, and please do not save seats for guests who have not yet arrived. We anticipate a full house for each graduation ceremony!
2. Please arrive early for good parking. Ceremonies begin promptly when scheduled and the parking lots tend to fill up quickly.
3. (Odessa College Sports Center venue only): For safety reasons, please take children in strollers to the ICA Gym; they are not permitted in the stands in the Main Gym.
4. (Ector County Coliseum venue only): For safety reasons, please use the area at the East end of the coliseum near the handicapped seating for children in strollers.
5. Please be patient after the conclusion of the ceremony for all graduates to leave the main area through the Honor Line. We ask you to remain in your seats until all graduates have left the graduation floor. You will then be welcome to join your graduates for a short reception following the ceremony, or enjoy the local scenery to take photos with your graduate outside.
6. Family or friends who are out of town and cannot attend may watch the graduation ceremony through this link – please share it with them: <http://www.odessa.edu/live>

**We look forward to sharing this day with you!**