

PLATFORM PARTY

Platform Party Processional

- The platform part is led by two line leaders, who will stop in front of the stage and turn to direct the platform party split.

Platform Party Recessional

- The platform party will exit by the same route they entered.

DEANS AND ADMINISTRATORS

Deans and Administrators Processional

- Deans and Administrators will march in SINGLE FILE and fill into the furthest seats first. Note: Guests will be sitting on each end of your section.
- Line Leader "B" will cut into the processional between the last Platform member and the first Dean or Administrator.

Deans and Administrators Recessional

- Deans and Administrators will march out SINGLE FILE. The last person seated will be the first person to lead. The exit route will be the reverse of the entrance route.
- Deans and Administrators will move forward into position and follow the last member of the Platform Party.

STUDENTS

Student Processional

- 13 students will fill into each row, directed by Row Counters. As the rows fill, the Counters will move forward directing students into the next row.

Student Diploma Presentation

- Row Counters will direct students to exit row-by-row toward the outside aisle and file back into rows from the inside aisle. Counters will dismiss students one row at a time. After Side B is completely finished, Row Counters will move to Side A. Students should watch the Row Counters carefully; they will guide the students through the presentation process. Line Leaders near the stage and ushers at the back will guide students back to their seats.

Student Recessional

- Row counters will move forward to dismiss students by row.

FACULTY

Faculty Processional

- Faculty will fill in the short line. Some faculty may march in with a student, but faculty will start their own row and NOT sit with the students.
- Row Counters will direct students to the correct row and move forward as rows are filled.

Faculty Recessional

- Faculty will exit by rows from front to back using the same route they used for the processional
- Once outside the gym, faculty will turn left and exit out the Cox Activities Center North door.

LINE LEADERS

Line Leader Overview

- The Platform Party is led by two Line Leaders, who will stop in front of the stage and turn to direct the Platform Party split.
- Just before the first SINGLE FILE Deans and Administrators, “B” Line Leader will move into position to guide the Deans and Administrators to their area and into position to guide the student processional. “A” will move into position to guide the student processional up the center aisle.
- When the processional completes, “A” and “B” will move to the chairs near the up and down ramps, standing with students and guiding them as they enter and exit the platform for their diploma presentation
- After the diploma is received, the students will exit on the down ramp. Line Leader “B” will direct students straight down toward the entrance doors to the ushers, who will then direct students back up the center aisle to the row counter for seating.
- At the end of the ceremony “A” and “B” will lead the Platform Party for the recessional, stopping to guide the others as they exit. “A” and “B” will exit behind the Row Counters.

ROW COUNTERS

Row Counter Overview

- Counters will lead the student processional, stopping at the first row, turning and directing students into the rows. Thirteen students will be directed into each row, unless Counters are instructed otherwise. Counters will move forward when each row is filled.
- Counters will begin a new row for faculty. The last few students may be marching in with faculty, but faculty will start a new row in the row behind the last student row. Faculty rows MAY not be even from Side A to Side B.
- The inside seats in the last row will be saved for row counter seating. After the last faculty member is seated, Counters will make their way to their reserved seats.

- When the VP of Ed. Serv. (John Blaylock) asks all graduates to stand, the Row Counters will move into position to guide students to the stage for diploma presentations. They will be standing while the introductory statements are being made.
- The presentations will begin with the students in the FIRST row on SIDE B. They will file out toward Counter B and return back up the center aisle to Counter A, who will count 13 students back into the first row.
- Counter B will direct student rows to the platform. Another line of students who have received their diploma will be returning to their seats. Students will be passing in opposite directions near Counter B.
- Counters will move to dismiss or fill the next row as necessary. They will not move in unison.
- As the last row is dismissed on Side B, Counter B will move into position to dismiss students on Side A. NOTE: Students will dismiss from the outside, as they did on Side B. Counter A will move into position to direct students back into their row after their diplomas have been presented.
- After the last graduate has been seated, Counters will make their way back to their seats until the VP of Ed. Services (John Blaylock) asks ALL students to rise. At that time, Counters will move to the front for the recessional.
- After the brief closing comments, Counters will dismiss students by rows followed by faculty. Counters will follow the last faculty member out for the recessional.