

LEAH Commencement – June 3, 2023

SCHEDULE FOR THE DAY

10:45 AM – Arrive at the **Smith Center for the Arts** and find **restrooms**, or **changing rooms**.

There will be signs to assist you. The individual photos are the first event, and you will want to change into your cap and gown.

11-12:00 PM – **Individual photos** taken in The Smith on the stage. If you ordered a portrait package, please do not forget to have your photo taken. The photographer **will be able** to accommodate any who did not previously order portraits.

12:00 PM – Assemble on the **stage** for the **group photos**. Your name will be on a list by height with the tallest graduates closest to stage right. Each group will line up for the photo when directed to do so. Please try to remain quiet so that you can hear and follow instructions. **We cannot wait for you; if you are late you will miss the photo. Parents:** we ask that you exit to the Lobby. The photographer needs the seating area cleared so he does not need to remove you from the photo. Your assistance is appreciated.

12:45 PM - *Or when group photo is completed:* **Graduates** exit the group photo area so alphabetical seating can be organized.

1:00 PM – *Or when seating area is organized:* **Graduates and Parents** head directly to the **floor seating**, where the **rehearsal** will take place. Your name will be on your seat. **Graduates** are seated in the Center Section. Parents are seated in the Wing Sections, and the Center Section behind the graduates. There will be volunteers to assist you. Please find your seats as quickly as possible. It will take a while to seat over 225 people so that the rehearsal can begin on time.

1:30 PM – *Or when everyone is seated:* Rehearsal begins. **Graduates and both parents** should be in attendance unless prior arrangements have been made with Holly. **Please be on time.** If you should arrive late, please quickly and quietly, find, and take your seats.

2:45 PM (approx.) - Seating area must be vacated immediately so it can be set up for the ceremony. This is the time to get something to eat.

3:30 PM – **Guests** may enter the Smith for commencement seating.

3:50 PM – **Parents** line up in the same order as rehearsal in the **second floor dance studio**. To enter the studio, you must leave the Smith and enter the second door on the right and go up the stairs. There will be a volunteer and signs to assist you. Please follow their directions. You will be entering the theatre at **4:05 PM** whether everyone is in place or not. Again, it takes a while to seat 225+ so please be on time. There are only enough seats reserved for parents. Siblings will need to sit with other guests.

4:00 PM – Graduates line up in the same order as rehearsal **downstairs in the Cabaret**. There will be signs and someone to assist you. Tassels should be on the right, you will be instructed as to when to switch to the left.

4:15 PM – Graduates enter the theatre.

4:30 PM – Graduates and Parents have been seated and the Pre-Ceremony DVD begins

5:00 PM – Ceremony begins

6:45 PM (approximately) – Ceremony ends. Recessional begins for graduates with parents following. **Please ask guests to remain at their seats until the parents have exited the auditorium.** When leaving the auditorium, graduates (and parents) are to continue past the main lobby area and exit to the outside to greet guests.



If you have questions, feel free to contact us:

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**** We are heading to Geneva on June 2nd. DO NOT use our home number, we will not be home to get your message. Please use Holly's cell number: 585-362-5833 ****