



*Responsibilities and Check-List*

<b>Duty</b>	<b>Person Responsible</b>	<b>Related Information</b>	<b>Duty Completed?</b>
Choose a date for event	Vice President of Academic Affairs	Should be posted on academic calendar online at least one year in advance.	
Update information on Platt website about Graduation	Registrar	Make it specific to the current upcoming graduation.  <a href="http://www.plattcolorado.edu/content/registrars-office">http://www.plattcolorado.edu/content/registrars-office</a>	
Choose a venue for event and confirm Banquet Event Order	Registrar	A hotel ball room that can hold 200 people on average. Preferably have two rooms—the main room and the changing/staging room.	
Order Catering Food (if applicable)	PSNA/ Registrar	Work with hotel as needed and if applicable.	
Choose commencement speaker (PC employee or guest) and sergeant-at-arms (PC employee)	PSNA	PSNA work with graduates to determine who they would like.  PSNA invite these people.  PSNA work with Registrar to order the speaker and sergeant-at-arms rental graduation regalia indicating their highest degree earned, if applicable.	
Theme for speaker	PSNA	Ask graduates what they would like and work with speaker to ensure the theme is within their speech.	
Meet with Seniors to Discuss Checklist	PSNA/ Registrar	Go over checklist with seniors. This should occur during week 3 or 4 of the quarter.	
Order pins and lanterns	PSNA/ Associate Dean	Give seniors a pinning order form so they may choose the pin to purchase for the ceremony. The full payment is due at the	

		time the order is placed. Order from TerryBerry.  Terryberry 2033 Oak Industrial Drive NE Grand Rapids, MI 49505	
Create list of what family members are to pin their graduates	PSNA	Provide list to Associate Dean of Nursing prior to the ceremony.	
Have graduation announcements created. Once created, send PDF to graduates so they may invite their families.	Registrar	Do this at least 6 weeks in advance.  Max of 12 per graduate invites.  Platt only provides a PDF version. Students must print their own, if interested.	
Provide information to staff and faculty about gown rental and purchase	Registrar	Faculty and staff should wear regalia indicating their highest degree earned. It is the faculty and staff responsibility to purchase or rent their gowns.  <ul style="list-style-type: none"> <li>• Purchase: <a href="http://www.graduationsource.com/">http://www.graduationsource.com/</a> or <a href="http://www.gradshop.com/">http://www.gradshop.com/</a></li> <li>• Rental: <a href="http://www.uniquerecognition.com/cap_gown/rental_cfm">http://www.uniquerecognition.com/cap_gown/rental_cfm</a> Based in Loveland, employees can contact Representative Peggy Hawkins Shepherd to assist with rentals. Her contact information is 970-663-2668 or <a href="mailto:hawkinsp@uniquerecognition.com">hawkinsp@uniquerecognition.com</a>.</li> </ul>	
Order ribbons, medals, and diploma holders as necessary	Registrar	Call 1-800-845-1807. This company has our custom diploma cover design and medal design saved.	
Order honors stickers for diploma as necessary	Registrar	Cindy Todd Customer Service Representative Herff Jones Company 2502 North State Street/P.O. Box 707 Iola, KS 66749  <a href="mailto:catodd@herffjones.com">catodd@herffjones.com</a> Phone: 800 635-5670, Ext. #126 Fax: 620 365-3627	
Create and print	Registrar	Board of Directors meet twice per year meaning they need to	

diplomas		sign diplomas for two graduating cohorts per time they meet. Work with Vice President of Academic Affairs to meet deadlines.	
Print two official transcripts for graduates and bring to event	Registrar	One is for NCLEX testing; the other is for personal records.	
Send out President's Medal Survey	Vice President of Academic Affairs	Using <a href="http://www.surveymonkey.com">www.surveymonkey.com</a> . The survey is titled "The President's Award." Only the students attending the ceremony can be nominated.  Put President's Medals on stage early.  This is done every quarter for graduating students but only once per year for faculty and staff (in June).	
Meet with students regarding the "Degree Graduation Questionnaire" and "Consent and Release" forms.	Registrar	Based on the information graduates provide, order their caps/gowns/tassels. We use <a href="http://www.graduationsource.com">www.graduationsource.com</a> to order these. Once gowns come in, have graduates come pick them up prior to the ceremony. Platt College is responsible for this payment.	
Make note cards for seating assignments and name announcement	Registrar	Students should walk to receive their diploma by program in ABC order. Set up diplomas on table in this order, too.  Make note cards for VPAA to announce at graduation. Each color should be for a different program of study. Type the students name correctly. At graduation, ask graduates how to say their names phonetically. Make two copies of the note cards because one sits on the students seat and graduate gives to VPAA as they walk up to make sure they are matching with what speaker reads.	
Set-Up Prior to Event	Vice President of Academic Affairs, Registrar, PSNA President	Go to hotel night before to bring all items into room and set up. Talk to VPAA about how people should walk up, where they should sit, etc. Make sure what is decided is also reflected in the VPAA speech as they are often the person who directs graduates during the ceremony.	
PowerPoint and Slideshow	PSNA	Have IT Services Coordinator create nice looking PowerPoint slide to display against the wall during ceremony. Have IT	

Display		<p>Services Coordinator take pictures and play Pomp-and-Circumstance as students/faculty/staff walk in and Cannon in D as they walk out. Have IT Services Coordinator also create a slideshow for graduates. Have graduates choose up to four songs that represent their class that can be played during the slide show; class vote confirms song selection.</p> <ul style="list-style-type: none"> <li>• Power point will include 6-10 pictures for each participant</li> <li>• A Letter of appreciation or voiceover to whom you wish with no more than 250 words.</li> <li>• The power point will be around 15 minutes depending on size of class</li> </ul>	
Student Direction	Registrar	While in dressing room, tell students what they are doing during ceremony.	
PAC Invite	Registrar	Invite School of Nursing PAC members. Send this invite via email and get an updated email list from the SON Administrative Assistant. If they are coming, get a gown for them. PAC members wear gray gowns.	
BOD Invite	Vice President of Academic Affairs	Invite Board of Directors. Send invite via email. If they are coming, work with Registrar to get a gown for them. BOD members wear a gown indicating their highest degree earned.	
Clinical Faculty/Faculty Adjunct Invite	Registrar	Invite School of Nursing Clinical Faculty and all part time faculty adjuncts. Send this invite via email. These people have to supply their own gowns. They should wear their highest degree earned.	
Honors List and Awards	Registrar	Put together an honors list for the President and put those medals in a separate bag to be prepared during honors ceremony.	
Instructions for Sergeant-at-Arms	Vice President of Academic Affairs	Write down instructions for Sergeant at Arms and give to the person day of in case they forget. Go over the instructions with them prior to the ceremony. Make sure this is the same as the instructions in the speech.	

Reminders	Registrar	Send email reminder to attending graduates and faculty/staff about when to show up, bring gowns, what to wear, etc. People should arrive 30 minutes early.	
Holds	Registrar	Ask the Director of Financial Services which student diplomas and transcripts cannot be released because they still have a financial obligation to Platt College.	
Dry-cleaning	Registrar	Dry-clean graduation regalia for PAC members and BOD.  When you dry-clean gowns, use this company because they do a nice job and many gowns are different fabrics. This company can dry clean any fabric: Dependable Cleaners on 978 South Monaco Parkway Denver, CO 80224	
Extra Graduation Regalia	Registrar	Bring a few extra gowns the day of ceremony in case anyone forgets theirs.	
Greeters	PSNA	Have students from PSNA give out programs to guests. Give them magnetic nametags to wear and get back from them at the end of the ceremony.	
Programs	Registrar	Create programs and have them printed. Print about 200. Have PSNA and VPAA/President approve them.  Alpha Graphics- <i>Brenda</i> All Printed Documents (Invites, Programs, etc.) 15801 E. Centretech Circle Aurora, CO 80011 303-261-1334 <a href="mailto:us636@alphagraphics.com">us636@alphagraphics.com</a>	
Send PSNA Officer list to VPAA	PSNA	Send current list to Vice President of Academic Affairs so PSNA students can be recognized for their role in planning pinning	
Decorations	PSNA	PSNA is responsible for setting up pins and lamps for the pinning table as well as bringing flowers.	
Make ribbons	PSNA	Use school colors: maroon and gold	