

Sample Instruction Sheet for Degree Candidates

For Undergraduate Ceremonies at the NIU Convocation Center

10 a.m. or 2 p.m. Saturday, doors would open at 9 a.m. or 1 p.m.

Congratulations on your achievements. We want this commencement ceremony to be a memorable one for you, your parents, your relatives and your friends. In order for it to be conducted with the appropriate style and dignity befitting the recognition you have earned, we request your assistance and cooperation in carrying out the instructions outlined below. Please be sure to share them with your guests.

Student arrival at the Convocation Center

- Arrive in your regalia. There is no place to change clothing. Your regalia is your entry ticket.
- Please report to the lower level of Victor E. Court.
- **No** food or beverages. **No** bags or purses larger than 6-by-8-inches unless they are clear. It is **not** recommended that you carry your bag through the ceremony unless you have medical needs.
- Don't leave anything in the Victor E. Court as you will **not** return there after the ceremony.

Guests' arrival at the Convocation Center

- Students can keep all the guest tickets on their device and escort and scan all their guests when they arrive as opposed to transferring tickets to multiple devices.
- It is recommended that you download your tickets **before** you arrive.
- A guest ticket can only be used one time. Once a ticket has been digitally scanned, it then becomes unusable. There is no reentry.
- No food or beverages.
- No bags or purses larger than 6-by-8-inches unless they are clear. **Policy enforced.**
- Diaper bags — it is suggested that you transfer what you need into a **clear** bag.
- Guests in wheelchairs will get direction to the ADA sections. One guest will be able to sit with that person.
- Guests are not allowed on the arena floor.

Candidate instructions

- Name card — pick up your name card at our check-in table in Victor E. Court. Do not lose this card. You will hand this card to the reader before you march across the stage.
- Marching column — please line up behind your college per instruction on the card.

- Processional — at 9:45 a.m. or 1:45 p.m., you should be lined up for the processional. The processional starts promptly at 10 a.m. or 2 p.m. with the platform party and the marching faculty making up the first two groups. Both columns will be seated per instructions from our faculty marshals. Please do not skip chairs or rows.

Ceremony/walking across the stage

- You will rise, one row at a time, and approach the stage as directed by our faculty marshal. You will approach in two lines: one from the right, one from the left.
- Bring your name card.
- Hand your name card to the reader, then approach the president or dean to accept your diploma cover with **both** hands.
- Please **no** handshaking or hugging.
- Proceed to the stairs off the **front** of the stage for your formal photo.
- Return to your seat.

Pictures

Arrangements have been made for professional photographs to be taken of each graduate. A proof of your picture will be available to view online at gradimages.com a few weeks after the ceremony.

Recessional

To avoid large crowds in tight lobby spaces, our faculty marshals will lead you out of the arena to exit all the way outside. Please ask your guests to meet you outside or at your cars.



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