

## Fall 2009 Commencement Calendar

Friday, December 18, 2009, 10:00 a.m.  
College of Fine Arts & Communication  
College of Applied Arts  
Graduate College

Friday, December 18, 2009, 6:00 p.m.  
College of Education  
College of Health Professions  
Graduate College

Friday, December 18, 2009, 2:00 p.m.  
McCoy College of Business Administration  
College of Science  
Graduate College

Saturday December 19, 2009, 10:00 a.m.  
College of Liberal Arts  
University College  
Graduate College

Done?	Date Due	From	To	Task	Notes
	8/18/09	Provost	San Marcos Utilities	Pick up banner	Always Tuesday after commencement
	8/18/09	Provost		Review University Events Calendar	Make sure that the application deadline and ceremonies times are listed.
	8/18/09	Provost	Athletics (Derek Grice) & Jowers (Marcus Hendry)	Reserve Strahan, Jowers 101 & 102 and Maroon and Gold Room, and upstairs gym for August 13 and 14	
	8/19/09	Provost		Update commencement website - let advisors/dean assts/commencement team know it has been updated	Make sure that the maps & list of majors get updated
	8/19/09	Provost	KTSW (Dan Schumacher & cc Stephanie Bandy)	Email asking for radio broadcast	
	8/19/09	Provost	EMS (Tom Partin)	Email commencement dates and times and attach request for service	
	8/19/09	Provost	University News Service (Mark Hendricks) & Bookstore (Rebecca Eisenhut)	Email commencement dates and times	
	8/19/09	Provost	Heaven Sounds (Steve Fleming)	Email commencement dates and times	stevenscott@grandecom.net
	8/20/09	Provost	Lanita Legan (Assoc. Dir. Of Student Center)	Email the dates and times of fall ceremonies	already sent list of ushers

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	8/20/09	Provost	Auxiliary Services (Brad McAlister)	Email request for shuttle buses	
	8/20/09	Provost	Custodial Services (Fermin Torrez, JR Herring and Marcus Pacheco)	Email request for custodial service	
	8/20/09	Provost	Recycling Services (Mario Garza)	Send email request for recycling bins	
	8/20/09	Provost	Disability Services (Debbie Cole)	Email request for interpreters	
	8/20/09	Provost	Athletics (Derek Grice and Andrew Ryerson)	Notify that an elevator inspection and AC inspection will be made for commencement.	
	8/20/09	Provost	UPD (Adam Marmolejo)	Email request for incident report and Incident Status Summary that is prepared by Sgt. Benitez	
	8/24/09	Provost	Dr. Moore/Deans	Email final graduation count for Summer 2009	
	8/24/09	Provost	Faculty Senate (Debra Feakes)	Email request for mace bearers and attach instructions	(Due 10/19/2009)
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for programs from warehouse to Strahan	Deliver on December 16th by noon

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Done?	Date Due	From	To	Task	Notes
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for diploma covers from Registrars to Strahan	Deliver on December 16th by noon.
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for 800 chairs and 15 tables from warehouse to Strahan	Deliver on December 16th by noon.
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for 80 chairs and 25 tables from warehouse to Jowers Gym 221	Deliver on December 17th in the a.m.
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for podium from warehouse to Strahan	Deliver on December 16th by the morning
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for podium from JCK 11th floor to Strahan	Deliver on December 16th by the morning
	8/24/09	Provost	Materials Management (Roque Prado)	Submit request for robes & supplies from JCK 1040 to Strahan	Deliver on December 16th at 9:00 a.m.
	8/24/09	Provost	Facilities (Michael Burkepile)	Email request for dedicated AC person	
	8/24/09	Provost	Facilities (Joe Pacheco)	Facilities Focus request for service elevator inspection	
	8/24/09	Provost	Facilities (Joe Pacheco)	Facilities Focus request for ramp/rail setup	
	8/25/09	Provost	Materials Management (Roque Prado)	Email to Confirm all Materials Management Orders	forward Prado email to Cathy Ritchie to make sure she knows they will be picking up diploma covers

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	8/25/09	Provost	ASG President	Email the ASG President Information sheet	
	8/26/09	Provost		Update Dr. Moore's PC Commencement file	
	8/26/09	Provost	VPFSS (Christy Neeley)	Request JCK 1100 for Commencement Team meeting	
	8/26/09	Provost	Commencement Team	Send invite for Commencement Team meeting	
	8/27/09	Provost		Review Reader and Provost speeches	update current semester's information and review instructions
	8/31/09	Provost		Review Staff Duties	
	8/31/09	Provost	Flash Photography (Carol Strong)	Order prior commencement photos. Carol will send email when photos are ready online.	
	9/1/09	Provost	Flash Photography (Page and Carol Strong)	Complete event registration form on website, <a href="http://www.flashphotography.com">www.flashphotography.com</a>	form will be sent by Sept. 11
	9/1/09	Mark Hendricks	Provost	Request Key Speaker information for program	
	9/2/09	Provost	Student Workers	Request availability for commencement	(Due 09/21/09)
	9/2/09	Provost	TXDOT	Fax applications of banner permits to get approvals for all the upcoming year	"Application for Use of Texas Right of Way Temporary Signs for Special Events"
	9/2/09	Provost	Commencement Team	Send Key Speaker announcement	

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Done?	Date Due	From	To	Task	Notes
	9/17/09	Provost		Update diploma pick up times on website	
	9/21/09	Kristin	Bookstore (Lauren Williams)	Email major/minor degree list	List will come from registrar (Cathy Ritchie)
	9/21/09	Student Workers	Provost	Receive availability for commencement	(Req 09/02/09)
	9/23/09	Provost		Set up commencement program	
	9/25/09			Graduation application deadline	

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Done?	Date Due	From	To	Task	Notes
	9/28/09	Provost		8 a.m. Update Graduation Application deadline information on the web	
	9/29/09	Provost	Steve Fleming	Email reminder to come in and sign CSV and confirm mike set-up	
	9/30/09	Provost		Review student duties	
	9/30/09	Provost	City of San Marcos (Sofia Nelson)	Fax TxDot approvals along with "City of San Marcos Banner Permit Applications"	Done once a year, apply with City of San Marcos on October 1 - important deadline
	10/1/09	Provost	PC/Deans/Chairs/Faculty	Prepare & send invite letters	email letters to the admins/exec. asnts
	10/1/09	Provost	University College (Sarah Pivonka)	Email or call to see who from University College will attend commencement ceremonies	Brown, Nelson, Wuestenberg
	10/1/09	Provost	University Advancement (Gwendolyn O'Neill and Kimberly Garrett)	Email Retired Faculty invite	
	10/2/09	Provost	Deans/Assts/Supervising Advisors	Email request for undergraduate, graduate and faculty marshals, send instructions	Separate emails to each dean with cc's to assistants (due 10/26/09)
	10/2/09	Provost	Music (Cindy Dean)	Send email request for vocalists, director, group names, etc.	(Due 10/26/09)
	10/5/09	Provost	Hill Country Trophy	Email request for key speaker plaque	(Due 12/01/09)
	10/5/09	President	BOR/Local Officials	Prepare and send invite	Local Officials (State Senator, State Rep, Mayor, County Judge)

### Fall 2009 Commencement Calendar

Done?	Date Due	From	To	Task	Notes
	10/7/09	Provost	Commencement Team and Deans	Send candidate count	
	10/12/09	Provost	Athletics (Bryan Miller)	Email request for Jumbotron use and camera operators	Confirmation due 10/19/09
	10/14/09	Provost	Staff	Review duties for commencement staff	
	10/19/09	Provost		Review Provost Speeches	Make sure that PhD is changed to Doctor of Philosophy or Education in the President's Speeches
	10/19/09	Provost	Athletics (Bryan Miller)	Send new announcement, if changes are necessary	
	10/19/09	Faculty Senate	Provost	Receive Mace Bearer names	(Req 8/24)
	10/19/09	Provost	University Webmaster/University Star	Submit homepage event info	
	10/19/09	Provost	LBJSC (Katie Marshall)	Email request for electronic message on boards	
	10/19/09	Athletics (Bryan Miller)	Provost	Receive Jumbotron confirmation	(Req 10/19/09)
	10/20/09	Provost		Review student worker files for raises, submit PCRs	

### Fall 2009 Commencement Calendar

Done?	Date Due	From	To	Task	Notes
	10/26/09	Provost	Supervising Advisors and Graduate College	Send meeting request in Gym 101/102 for December 9th	
	10/26/09	Deans/Assts	Provost	Receive list of Marshals	(Req 10/02/09)
	10/26/09	Music (Cindy Dean)	Provost	Submit Vocalist and Back-up Vocalist name	(Req 10/02/09)
	10/27/09	Provost	Vocalists	Email confirmation with times/general map	
	11/2/09	Provost	Mace Bearers	Email instructions; request email confirmation, cc Debra Feakes	(Due 11/09/09)
	11/9/09	Mace Bearers	Provost	Receive email confirmation	(Req 11/02/09)

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Done?	Date Due	From	To	Task	Notes
	11/10/09	Provost		Download Commencement Program Report and prepare edit	
	11/11/09	Provost	University Marketing (Hoyt Haffelder)	Email program quantity based on initial candidate count	
	11/11/09	Provost		Prepare Provost speeches with PhD information	
	11/13/09	Provost	Advisors/GC	Send out program edits	Ask GC to include full name of thesis committee members (due 11/20/09)
	11/13/09	Provost	Honors (Diann McCabe)	Send out program edits	(Due 11/20/09)
	11/13/09	Provost	Music (Cindy Dean)	Send out program edits	(Due 11/20/09)
	11/16/09	Provost		Prepare candidate seating/wrapping chart	
	11/16/09	Provost		Update Gym Maps for Signs	

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	11/18/09	Provost	Auxiliary Services (Brad McAlister) & Custodial (Fermin Torrez)	Email student count by ceremony	
	11/18/09	Provost	UPD (Daniel Benitez, Paul Chapa, Rickey Lattie, Ralph Meyer)	Email Candidate Count, and student count by ceremony	
	11/20/09	Advisors/Honors/GC	Provost	Receive program edit	(Req 11/13/09)
	11/20/09	Provost	Tcay Rowe	Email PhD candidate(s) attending, names, degrees	
	11/20/09	Provost	Marketing (Hoyt Haffelder)	Email final program page count with specs regarding recyclable paper	
	11/20/09	Provost	Special Projects (Mary Vance)	Send list of Platform Party	
	11/23/09	Provost		Update Provost speeches with Marshals, Mace Bearers, Interpreters	
	11/23/09	Provost	Stacey Rodriguez	Email Candidate Count to Stacey to forward to Dr. Trauth	
	11/24/09	Provost	University Marketing (Hoyt Haffelder)	Email request for bids to print programs	Programs to be delivered by December 16th NOON.
	11/30/09	Provost	Marketing (Hoyt Haffelder)	Submit final program	Preflight package on CD with fonts, photos, and PDF of spread with all printer's marks (not page information)
	11/30/09	Provost	Advisors/Music/GC/Lanita Legan/Honors	Email Final Program (as an FYI) at <b>8 a.m.</b>	
	12/1/09	Provost		Prepare Staff Duties	Add to Kristin and Jenn's binders: a copy of photo contract
	12/1/09	Provost		Prepare Spring 2010 Commencement Calendar	
	12/1/09	Provost	Athletics (Marcus Hendry)	Verify the Gym 221 set up. Notify Materials Management if there is a change in location.	
	12/1/09	Provost	Graduate College (Janet Moseley, Janet Dixon, Dr. Willoughby)	Send speech pages for confirmation	Phd names, are there any others attending not listed?
	12/1/09	Provost	Advisors and Grad College	Email reminder to send reader list to Dan Schumacher	

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	12/1/09	Provost		Prepare PROVOST speeches for Micky's review on 12/07/09	
	12/1/09	Provost	Reader (Dan Schumacher)	Send reader speeches	
	12/1/09	Provost		Prepare reserved seating chart/signs	
	12/1/09		Provost	Upload Program to Web	
	12/1/09	Hill Country Trophy	Provost	Pick up key speaker plaque using Award/Flower Discretionary Account P-Card	(Req 10/05/09)
	12/2/09	Provost	Advisors	Email request for staff parking if not already received	
	12/2/09	Provost	PC (Candy, Exec. Assistants)	Email to see if PCs and Dr. Huffman will attend	
	12/3/09	Provost		Prepare platform party seating and processional	

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Done?	Date Due	From	To	Task	Notes
	12/3/09	Provost	Vocalist and Back-up Vocalist	Confirm vocalist meeting on 12/07/09 in Provost office	
	12/4/09	Provost	Athletics (Bryan Miller)	Email request for electronic message on boards	
	12/4/09	Provost	Facilities (Michael Burkepile)	Confirm AC Services at Commencement	
	12/7/09	Provost		Check SAP to be sure that all student workers still have employee assignments.	Sometimes, student worker positions are terminated so that the student can be hired as salary.
	12/7/09	Provost	Supervising Advisors and Graduate College	Send meeting reminder - in Gym 101/102 for December 9th	
	12/7/09	Provost	Marshals	Email instructions, map; cc supervising advisors	
	12/7/09	Provost	University Advancement (TCay Rowe)	Email request for Presidential speeches	
	12/7/09		Micky	Review Provost and Presidential Speeches	Always due to Dr. Moore on Monday before commencement. (December 14th)
	12/7/09	Provost	Vocalist and Back-up Vocalist	Meet in 1062 for procedures	

### Fall 2009 Commencement Calendar

Done?	Date Due	From	To	Task	Notes
	12/8/09	Provost		Draft Thank You letters	
	12/9/09	Provost	Supervising Advisors and Graduate College	Meet in Gym 101/102 for wrapping info, etc.	
	12/10/09	Provost	San Marcos Utilities	Take banner to San Marcos Utility Dept. with application	Always Thursday before the week of graduation - they put up and take down on Mondays
	12/10/09	Provost	Executive Assistants	Email assistants to deliver VP robes to JCK 1040	Due by Tuesday December 15th 12 noon
	12/11/09	Provost	Graduate College (Janet Moseley, Janet Dixon, Stella LoPachin)	Confirm PhD candidate(s) attending, names, degrees, dissertation titles, research professors	
	12/14/09	Provost	Commencement Team	Email reminder that Charles Austin Drive will be closed. Attach parking map.	
	12/14/09	Provost	Mace Bearers and Marshals	Send reminder & instructions with map	
	12/14/09	Provost	President's Office	Email assistants for a time to pick up President's robe, notebook, mace	
	12/14/09	Provost	UPD (John Parker)	Email reserved parking lists	
	12/14/09	Provost		Finalize and Deliver PROVOST speech binders	
	12/15/09	VP's/Executive Assistants	Provost	Provost & PC robes received for Materials Mgmt pick up	(Req 12/10/09)

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Done?	Date Due	From	To	Task	Notes
	12/16/09	Provost	University Marketing (Hoyt Haffelder)	Deliver program by noon	Final program to be delivered by noon on 12/16/09
	1/4/10	Provost	University Archives (Kris Toma)	Send 10 commencement programs	
	1/4/10	Provost		Verify that all student workers have entered their time in SAP	
	1/4/10	Provost	Debbie Thorne	Send a chart that compares the number of candidates that did not attend to those that selected on their application	
	1/4/10	Provost		Send Thank You Letters	
	1/4/10	Provost	Advisors and Grad College	Send Memo and 2 copies of program	
	1/4/10	Printers	Provost	Check on program dies (if not yet received)	
	1/6/10	Provost	Advisor II, bookstore rep., etc.	Coordinate a post-commencement meeting	
	1/6/10	Provost	Dr. Thorne	Prepare and send Candidate Attendance chart for December	
	1/8/10	Provost	Advisors and Grad College	Request a count of the reader cards left over from each college/grad college.	