Commencement Meeting
February 14, 2020
2:00-4:00 p.m.
‘Iliahi 123

Agenda

● What we know - Overview of Commencement at Stan Sheriff
  ○ At the Stan Sheriff
    ■ Arena
    ■ Tent in loading area outside (check-in, student dressing room)
    ■ VIP Room (Faculty and VIP reception, dressing room)
    ■ Green Room (for volunteers and purses?),
    ■ Side room (students doing oli, dressing room for students? High schools meeting with Louise or in the lobby of the VIP area)
  ○ Ching Field
  ○ Security and Parking
  ○ Pictureman
  ○ Music
  ○ Sound
  ○ Commencement live stream
  ○ Queen Kapi‘olani Portrait

● Information to Students
  ○ Graduation/Commencement Processes for Students
    ■ Website
    ■ Video
    ■ Graduation/Commencement day on the Great Lawn to sign up for graduation and purchase robes
    ■ How else can we get the word out?

● Decisions to be made
  ○ Procession - kahili, VIPs and Faculty, Students process, pu, Nawa’a oli, student oli
  ○ Hawai‘i Pono‘i - Accompaniment? Who sings it? 3 verses?
  ○ Video with students/faculty (show youtube)
  ○ Marshals - faculty and students
  ○ How to check in students
• How/where to line them up
• Purses
• Ushers
• Number of volunteers and their roles
• Stage floral arrangement, palms or ti plants
• Commencement program
  ■ no Student Congress speaker?
  ■ Commencement Speaker vs. Alumni Speaker (committee?)
  ■ Valedictorian speaker (committee?)
  ■ Emcee vs. Chancellor
  ■ Conferring of graduates - “Will the candidates for the Associates Degree and Certificates in Culinary Arts, please rise and remain standing.” After students stand, “I am pleased to present these candidates for the Associates Degree and Certificates in Culinary Arts.”