

**Time to  
Celebrate!**



**EASTERN  
FLORIDA**  
State College

**CONGRATULATIONS**

# **Commencement Ceremony Information**

*updated October 2017*

# Commencement Ceremony Information

This tutorial will tell you everything you need to know about what to expect on your special day, including:

- Ceremony Location and Start time
- Ticket Information
- Regalia Information
- Proper Attire

- Check-in
- Processional Instructions
- Walking Across the Stage
- Photos, Video and Social Media
- Reception

# Location and Time



## **Where?**

Commencement Ceremonies will be held at the Maxwell C. King Center for the Performing Arts on the Eastern Florida State College Melbourne Campus, 3865 North Wickham Road, Melbourne, FL 32935.

## **Arrive**

Report to the atrium of Building 10 on the Melbourne Campus at least 1 hour prior to your assigned ceremony.

# Regalia

- Bachelor graduates will wear green caps and gowns. All other graduates will wear blue caps and gowns.
  - Purchase from the Bookstore prior to the ceremony
- All tassels are worn to the right.
- You may wear all the graduation regalia for which you are eligible.
  - Check with the organization sponsor to obtain apparel prior to ceremony.
- Cap styling is optional.



# Guest Tickets



- To safely accommodate you and your guests, each candidate who RSVPs by the published deadline will receive guest tickets.
- Tickets **are required** for family and friends. Each guest, including infants and small children, must have a ticket to ensure compliance with safety protocols.
- Seating for all graduation ceremonies is on a first-come, first-served basis for those with tickets. Guests with tickets will be seated beginning one hour before the ceremony. Ceremonies begin promptly at noon and 3:30 p.m.
- Candidates must pick up their guest tickets at any campus bookstore. Please refer to the [website for dates and times.](#)
- To pick up your tickets at the campus bookstore, you are required to present picture ID and the ticket voucher (ceremony letter or email)
- Guests who arrive late or do not have tickets will be directed to overflow areas. Comfortable seating and up close large-screen viewing for guests will be provided. Seating in overflow areas is on a first-come, first-served basis.

# Proper Attire



For your comfort and safety, it is recommended you wear comfortable, low heeled or flat shoes. Business casual dress is appropriate.

Reminder, there is no dressing room or storage areas for personal belongings.

# Check-In

## Where?

Melbourne Campus, Building 10,  
Atrium (follow the signs to check-in)

## Why?

You will receive a calling card to hand to the roll-caller on stage. To ensure accuracy, verify your name and address listed. You will then be directed to line-up for the processional.



# Processional Instructions

- You will be ushered from building 10 into the King Center.
- Bachelor candidates will enter first followed by remaining candidates.
- You will be directed where to enter and be seated, filling every available seat in your row.
- Stand for the National Anthem
  - Gentlemen, please remove your caps
  - Ladies may leave their caps on throughout the ceremony



# Walking Across the Stage

- At the appropriate time, your row will be instructed to stand and walk to the staging area.
- Candidates for graduation will enter the left-side of the stage and hand their ceremony calling card to the roll caller.
- As your name is called, you will walk across the stage. You will receive a diploma cover, shake hands with the College President and pause for a photo.
- You will exit stage-right to the *Grad Images* photo area.
- You will be directed back to your seat.



# Photos, Video and Social Media

- **Photos**

*Grad Images* will make photo proofs available to graduates via email within 72 hours of the ceremony

- **Broadcast**

Watch the commencement ceremony live on WEFS-TV or streamed online from the link posted on [www.easternflorida.edu](http://www.easternflorida.edu)

- **Social Media**

Share your commencement photos via social media using **#efscgrad**

# Reception

Immediately following the ceremony, you and your guests are invited to attend a reception in your honor in the Melbourne Campus Gymnasium, Building 6.



# Recap

## Arrive by

- 11:00 a.m. for the 12 p.m. ceremony
- 2:30 p.m. for the 3:30 p.m. ceremony

## Check-in

- Melbourne Campus, Building 10

## Guests

- Tickets **are required** for family and friends. Each guest, including infants and small children, must have a ticket.
- Overflow areas will be provided with comfortable seating and up close large-screen viewing for guests who arrive late and those without tickets. Seating in overflow areas is on a first-come, first-served basis.

# Recap

- Follow Procession and Stage Instructions
- Photos will be taken by *Grad Images*
- Smile! You will be live on TV and streamed through the web.

# What Happens Next?

- Degrees will be posted to the student's transcript as soon as possible once it is determined that all degree requirements have been met.
- Diplomas and certificates are mailed out 4-6 business weeks after the beginning of the next semester. Please be sure that your address is updated and correct.

A stack of Eastern Florida State College diplomas. The diplomas are in green and blue covers, each featuring the college's seal and the name "Eastern Florida State College". The text "Congratulations Graduates!" is overlaid in the center in a large, white, bold font.

**Congratulations  
Graduates!**