

Alternative Commencement Site Options

Facility must accommodate approximately 700- 800 students, 160 faculty, 21 stage party, 20 special guests (retirees etc.), 35 band members and 5000-6000 guests.

New Soccer Field- (Deadline October) Cost: \$128,264

The use of the soccer field will allow for the greatest semblance to what we currently do in the Murdock Stadium but in a smaller venue.

Challenges

- Difficult access to erect the grandstands onto the field for vehicle & equipment delivery
- Participant and guest restrictions related to preserving the field material (shoes and food)
- Uncertainty about safety of erecting the grandstands on and/or around the perimeter of the field (damage to the field and safety clearance due to construction).
- Recommend covering field, but unsure of cost or time required to do so.
- Maintain fire lane on east side.
- Will need to restrict access to field two days prior to ceremony.
- Ensuring participants follow the restrictions related to being on the field.

Benefits

- The events of the day can be maintained as they are currently held. Reception for students, family and campus community can continue to be held prior to the ceremony.
- Students and faculty will be able to line up in close proximity to the field.
- The environment is fairly secure for equipment and staging that needs to be set up the night before.
- It is an aesthetically pleasing site.
- Students and guest will find it easy to access.

Lot L-Configurations (Deadline October) Cost: \$150,006

Recommendation is to erect the stage on the north end of the lot, facing south, have guests enter on the northwest side and have students and faculty process in from the south end of the lot.

Challenges

- The parking lot is in poor condition and will need to be repaired and smoothed for use.
- The surrounding lots will need to have the foliage cleaned up and cut back.
- The lot is on a busy intersection and there are noise and traffic issues at 4pm
- The area is easily accessed from Crenshaw which will create a greater need for crowd and public control of area during the ceremony.
- A great deal of work and resources will be required to ensure the area is transformed from a parking lot to a space that reflects the ceremonial and celebratory nature of our commencement. Example: backdrop, additional skirting plants, balloon arches, pillars etc., signage
- Securing the venue the night prior to the event will require additional police personnel, and fencing.
- The lot may have to be closed for two days prior to the event to erect the grandstands.
- Portable toilets will need to be secured as there are no easily accessible restrooms in close proximity to the lot.
- Controlling parking to insure that guest are not parking adjacent to site.
- Closure of smaller Lot L to allow for grads to assemble.
- Will take away Radium parking for the Saturday following the Commencement.
- May need additional tent for first aid.

Benefits

- Easily accessible for delivery trucks for grandstands, sound, staging etc.
- Set-up and take down will be easier.
- Has space to comfortably erect grandstands for guest and still have access for emergency vehicles.
- Fewer restrictions for graduates and guests (as opposed to field).
- Easily accessible to guests from other parts of campus.

Marsee Auditorium (Deadline November) Cost: \$85,801

The Marsee Auditorium can accommodate approximately 2000 people.

In order to utilize the Marsee we will need to have 2 ceremonies in one day and possibly provide for overflow location for guests.

Hosting the Commencement in the Marsee will greatly alter the configuration of Commencement, particularly by eliminating or rescheduling the retirees reception and the large campus-wide pre-ceremony reception.

The event would have to be ticketed with tickets available to students through the Marsee Box office from May 1st-May 15th. We suggest dividing students according to their major divisions as is usually done at universities.

A suggestion was made to eliminate certificate recipients from the Commencement Ceremony. We do not currently ask students who participate if they are students receiving a certificate or AS/AA degree. Therefore, we do not know how many certificate students participate.

This plan will accommodate:

Students: 400-450

Faculty/Administrators: 80

Stage party: 21

Guests: 1200-1600 +500 overflow

Total per ceremony: 2201-2651

Two Ceremonies

Hosting two ceremonies will enable approximately **400-450** graduates to participate at one time.

I propose a morning ceremony to be held at 10 a.m. and an afternoon ceremony to be held at 3 or 4 p.m.

The event will be ticketed allowing each student to have 3-4 tickets for guests.

3 tickets= 1200-1350;

4 tickets=1600-1800 (*this number would put us over capacity if everyone brought 4 guests.*)

We can accommodate another **500** guests per ceremony if we provide an overflow area under a large tent in the parking lot outside the Marsee. A large screen (outdoor screen) with a video/sound feed would allow guests to see their students graduate auditorium. We can add additional tents for additional cost.

The number of faculty, staff and administrators who attend (160) will be halved to **80** per ceremony.

Challenges

- No receptions prior to ceremonies
- Effectively communicating changes to students, faculty and staff.
- Securing commencement speakers for multiple ceremonies.
- Dividing students evenly to accommodate them
- Accommodations for disabled patrons
- Bathroom accessibility
- May not be able to accommodate the Commencement band, will have to use piped in music.
- Providing video and sound feed outside to overflow.
- Encouraging stage party to attend both ceremonies.
- Crowd control in overflow.
- If we only include certificate students we will need to notify the Evaluators by end of December.

Benefits

- Indoors
- Fewer decorations
- More intimate, personal ceremony
- Nice ceremonial venue
- More meaningful if done according to division as students will be recognized by faculty in their division.