Villanova University School of Law

Stage Party Instructions

Commencement 2012

Friday, May 18, 2012
11:00am
The Pavilion

Assembly

Members of the Stage Party will assemble at **10:40 a.m. in the DONOR LOUNGE** of the Pavilion. Please look for signs directing you to the "Stage Party Robing Area."

Academic Attire

Members of the Stage Party should have their own cap, gown, and hood. If you do not have academic attire, contact the Registrar's Office at 610-519-7002. Members of the Stage Party are responsible for bringing their academic attire to and from the Commencement Ceremony. Please do not leave your cap and gown at the Pavilion.

Questions?

Visit the Commencement webpage: http://www.law.villanova.edu/commencement

or contact either
Nicole Garafano at
events@law.villanova.edu
610-519-7066, or
Nancy Whalen at
whalen@law.villanova.edu
610-519-5228.

Commencement Mass

9:00 a.m. at St. Thomas of Villanova Church, Main Campus
Ushers will be on hand to direct members of the Stage Party to reserved seating near the front of the church. The Faculty does not process at Mass and should not wear academic attire. Members of all faiths are welcome to attend. There will be a continental breakfast in Driscoll Hall (Nursing School) immediately following Mass.

Reception

All are invited to join the reception immediately following the ceremony back at the Law School.

Parking

Members of the Stage Party are encouraged to park in the University Main Lot on Lancaster Avenue, convenient to the Mass. For the ceremony, members of the stage party may park in the Health Services Building if you request a special parking permit from Nicole Garafano at 610-519-7066 or garafano@law.villanova.edu.

Spouses and Guests

To make arrangements for the reserved seating for the Commencement Ceremony for a spouse or special guest, contact Karen Johnson in Alumni Relations at 610-519-7054 or kajohnso@law.villanova.edu.

Processional

The academic procession will begin promptly at 11:00 a.m. You will go down the center aisle of the Pavilion in pairs. Dean Lanctot will be standing with the mace at the stage. Please split off to the left and right when you get to Dean Lanctot. Go up the stairs on the right or left of the stage, depending on which side you lined up on. Please fill in the chairs from the front to the back of the stage, moving into the center aisles. The first row of chairs on stage is reserved for deans and honored guests.

Recessional

After the Benediction, please remain standing. The first row on stage will lead the recessional. You will leave the way you came up - breaking at the center and moving to either the left or the right stairs. You will meet on the floor at the center and proceed behind Dean Brennan (carrying mace).

Calling of the Names

- Faculty read graduates' names from index cards— approximately 8 names each.
- Each reader will be introduced by the previous speaker. As you are being introduced, move toward the lectern. Dean Chanenson will give you the graduates' name cards.
- **Look to Dean Chanenson for the cue to begin reading the names**. Read each graduate's name just after Dean Chanenson signals the student to walk. Once you have read a graduate's name, please look to Dean Chanenson for the signal to read the next name.
- Please do not shake hands with the degree recipients.
- After you have read the last graduate's card, you will introduce the next faculty reader from an alphabetic list taped to the lectern. Then place the cards in the box on the shelf of the lectern and return to your seat.
- A list of phonetic pronunciations of graduates' names is available in the Registrar's Office for faculty members who wish to familiarize themselves with the names before Commencement.

Order of March

(front of line)

Dean Lanctot (with Mace)
Marshal for the Students

J.D. Graduates

Professor Maule - Marshal for
Graduate Tax Students

LL.M. Graduates

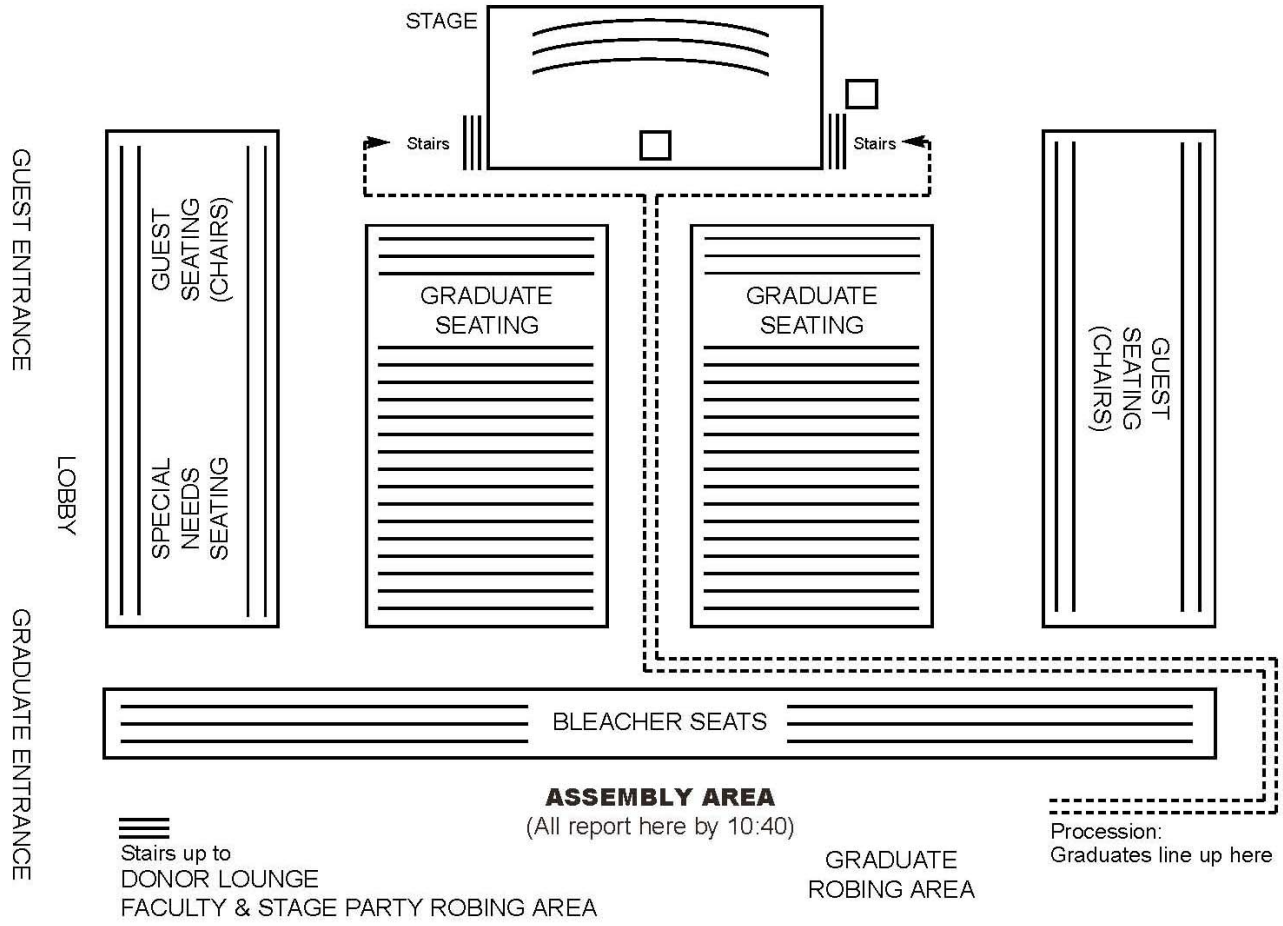
Dean Brennan - Marshal for the
Faculty

Faculty

Legal Writing & Legal Research

Adjunct Faculty

Board of Consultors

Stage Party

The Pavilion