

## **OSU College of Osteopathic Medicine and Center for Health Sciences Commencement Activities**

Friday, May 14, 2021

Setup, Luncheon and Rehearsal

Saturday, May 15, 2021

Graduate College Commencement at 10 a.m.; COM Commencement at 2 p.m.

### **Broken Arrow Public Schools Agrees to:**

1. Grant Access to Stadium, Indoor Facility, Tiger Alley and Varsity Club at no charge May 14 – 15, 2021
2. Provide the following on May 14, 2021
  - a. Access to Stadium, Tiger Alley, Varsity Club, Indoor Facility, and Storage area setup
  - b. ArrowVision Team for Sound Check and Video Board
  - c. Varsity Club setup with 6 tables to seat 50-60
    - i. Linens for VIP luncheon including Stage/Platform Party
  - d. Varsity Club parking lot reserved for staff
3. Provide the following on May 15, 2021
  - a. ArrowVision Team to run sound and video board
  - b. Concessions (the BA Pride will sell water to attendees)
  - c. Host for Varsity Club
  - d. One (1) Electrician
  - e. One (1) Plumber
  - f. Three (3) Custodians
  - g. Two (2) Security Guards
  - h. Access to A-frame signage for parking lots
  - i. Access to Athletic Training room
  - j. Access to Ice
  - k. Access to 6 event radios

### **OSU Agrees to:**

1. Notify BAPS of any delivery times. OSU staff will be onsite to receive rentals/deliveries.
2. Provide the following at their own expense:
  - a. Chair rental for graduates
  - b. Stage rental
  - c. Event staff
  - d. Podium rental
  - e. Music to be played prior and during ceremonies
  - f. Axiom Audio (sound)
  - g. Any Catering
  - h. Any rentals for luncheon on May 14
3. Ensure all rentals are removed from property after the ceremonies on May 15, 2021.
4. Pay \$2000 facility rental fee

Ceremony Date: May 14 and 15, 2021

Commencement Coordinator: Ashley Duke

Email: [Ashley.duke@okstate.edu](mailto:Ashley.duke@okstate.edu)

Phone: 918-606-9463 (cell)

BAPS Representative: Date:

Print Name: Title:

OSU Representative: Date:

Print Name: Title:

## BA Site Visit Notes

3.11.21

- BA AV recommendation: mixing console and foam covers (pop filters) for mics – need to add to OMNI quote
- (2) mics will be live on field at graduation
- Greg Spencer is good to meet again to discuss AV
- Contact Kim Vento (?) PAC Executive Director for list of recommended caterers
- OSU will have access to ice in the training room and concessions stands for coke barrels
- BA has approved OSU to use (6) radios at graduation
- BA has approved OSU to utilize their sandwich boards – should be receiving dimensions soon
- OSU has access to stadium all day Friday and Saturday
- OSU to order (pending Student Life decision) (8) flags for stadium – Cody Elliot from BA to assist with flag dimensions
- BA has approved OSU to utilize storage area Friday evening for graduation items
- BA Pride (band) will be selling water day-of graduation
- May need to have students park at old Wal-Mart lot and shuttle to BA on Friday for practice/lunch – need city approval?
- BA staff recommended heavy duty chairs on field due to wind
- BA stadium doors will open to guests at 9:30 a.m. on Saturday and remain open

### Timeline of Events

#### **May 14, 2021**

Early AM arrival of rentals (stage, chairs, etc.) – need to confirm with vendors their arrival time

11:15 a.m.	Caterer arrives and sets up boxed lunches
Noon in Tiger Alley	Alumni Sponsored luncheon
	Setup Rented by Alumni Office
	4 tables for food and beverage line
	3 tables for desk name plates
	16 tables with 8 chairs a piece
1 p.m.	Walk Through/Rehearsal
	Meet with volunteers to go over job duties
2 p.m.	Walk Through Concludes and Team finishes setting up
	Rental company to come back to pick up lunch rentals

**May 15, 2021**

- 6:30 a.m. Events team arrives; reset up chairs if needed; dry off chairs, etc.; setup diploma covers on stage
- 7:30 a.m. Floral arrives and sets up – need to confirm with florals
- 8 a.m. Sound Check with AV Crew  
Graduate College staff arrives – need to confirm with Aaron/Angela  
Ostate TV arrives and sets up – need to confirm with Mel
- 9 a.m. Candid Color to arrive and setup – need to confirm with Mel
- 9:15 a.m. Graduates arrive and meet in IPF – need to confirm with Aaron/Angela
- 9:30 a.m. Gates open for guests  
Platform/Stage Party Arrives and meet in Varsity Club
- 9:40 a.m. Graduate College Staff start lining up graduates
- 9:55 a.m. Graduate College Staff start moving group/wait to enter field until music sounds
- 10 a.m. Graduate College Commencement begins
- 11 a.m. Graduate College Commencement ends  
Caterer arrives and setup VIP lunch in Varsity Club; setup boxed lunches for staff in IPF
- Setup Varsity Club provided by BA  
6-8 rounds with 5 chairs a piece  
Food can be setup on the island on kitchen area  
Linens on round tables provided by BA
- Setup IPF provided by BA  
4 tables for boxed lunches and bottled water  
30 chairs
- 11:30 – 1:00 Staff/Housekeeping to clean up stands  
Housekeeping to clean up bathrooms  
Staff to switch stage chairs if needed  
Staff to add run of show to stage party chairs  
Staff to add diploma covers to stage
- 1:15 p.m. Graduates arrive and meet in IPF
- 1:30 p.m. Platform/Stage Party Arrives and meet in Varsity Club  
Gates open for guests
- 1:40 p.m. Student Life staff start lining up graduates

- 1:55 p.m. Student Life start moving group/wait to enter field until music sounds  
 2 p.m. COM commencement ceremony begins
- 3 p.m. Ceremony concludes
- 4 p.m. Rental company arrives to tear down  
 Staff cleanup trash

### General Information

#### **April 26, 2021**

- Core graduation committee to meet
  - Finalize job responsibilities for staff and student ambassadors

#### **May 10, 2021**

- Meeting with ambassadors to go over duties

#### **May 14, 2021**

- All Outreach staff at BA for setup

### List of volunteer positions

#### ***Graduate and COM Ceremonies***

***Volunteers to check in at gate 40 minutes prior to ceremony – JuLee to staff check-in area***

Need a table for check-in

- Matt general photos
- Kate general social media throughout
- Candid Color – diploma, handshake photos, green screen
  - Kelly to help staff Candid
  - Kelly to place podium signage on podiums
- Ostate TV staff in Press box
  - Melani
  - Aaron
- Staff Platform/Stage party
  - Melenda
  - Marler for check in table at Varsity Club (downstairs) with Radio
    - go up to the room to help line up stage party after all parties checked in
    - Walk down the stairs in front of students
- Student Robing Room – IPF
  - 5 volunteers
- Parking lots (Chris to help direct traffic and students) with Radio
  - 4 volunteers
- Gate (Deanne and students)
  - 4 volunteers greeting
    - Need 1 for VIPs
    - Need 2 for runners to escort VIPs to areas

- Sara for any potential media
- Field – Duke and Bria (floaters) with Radio
- Tonia – outside IPF with Radio
- 1 student getting name cards from graduates and giving to announcer (off stage on Field)