

**Lavender Graduation 2012
Day-Of To Do List**

10:00AM	Gender Studies Commencement Begins Volunteer Check In VIP Reception Set-Up
11:00AM	Check-In Set-Up Reception Set Up Begins, post volunteers to keep away guests Set up Photo Booth
12:00PM	Gender Studies Commencement Ends Lav. Grad. Set-Up (see Lavender Graduation Ceremony)
12:30 PM	Line-Up Graduates according to line up sheet
1 pm	Graduates process in, ceremony begins Move Photo Booth downstairs Clean up VIP Reception
3 pm	Clean up!

Task	Materials	Volunteers
<ul style="list-style-type: none"> • Post Directional Signs - EMILY • Post Accessible Entrances & route to Korn • Label Disabled Seating • When leaving LGBT CRC, post sign on door for volunteers to sign in at Korn • Set up red carpet 	<ul style="list-style-type: none"> • Signs directing people to Lav Grad w/map of placements • Volunteer sign – go to Korn sign in • CAMERA • Red Carpet • Walkie talkies 	<ul style="list-style-type: none"> •
VIP Reception w/ Speaker Torie Osborn – Kris* & Johanna		
<ul style="list-style-type: none"> • Set-Up at 10:00AM • Event from 12:15-12:45PM 	<ul style="list-style-type: none"> • Walkie Talkie • Sign-In Sheets w/ photo waiver & no photo stickers • Pens • Blank name tags, sharpies • Tablecloths • Brochures, Pride Buttons, Stickers, Bookmarks • Directional Signs – post from Korn entrance • 10 tote bags 	<ul style="list-style-type: none"> • 2 additional volunteers
Registration & Check In – Pam* & Brenda		
<ul style="list-style-type: none"> • Set up Registration <ul style="list-style-type: none"> ○ Graduates, Guests ○ Program Booklets • Post signs for gender-neutral bathrooms (facing Korn entrance, on the left) • Guests receive program booklet and bag • Graduates receive program booklet (will get bags once they go outside to take a group photo) • Post one volunteer by Korn entrance to direct guests to sign in <p>Outside Korn (Raja)</p> <ul style="list-style-type: none"> • Line up graduates • Line up VIPs who will be sitting on stage 	<ul style="list-style-type: none"> • Plastic sign displays • “EVERYONE ELSE” sign in – sign • Blue tape • Totes Bags • Program Booklets • Gender Neutral Bathroom Signs • Tablecloths • Pens • Registration Sheets for Graduates, Guests w/ photo waiver & no photo stickers • Stickers, bookmarks • “no photo” stickers • Tissue boxes 	<ul style="list-style-type: none"> • One volunteer to stand in front of Korn and direct them to sign in

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Volunteers – Tom*		
<p>Volunteer check in (Downstairs, by Green Room):</p> <ul style="list-style-type: none"> • Volunteers sign in & OUT • Check out: have volunteers fill out eval form and pass out LGBT CRC shirts 	<ul style="list-style-type: none"> • Volunteer Check In/Out signs • Walkie talkie • Name tags • Sign in sheet w/ photo waiver & no photo stickers • LGBT CRC T-shirts (given during check out) • Volunteer feedback forms • Volunteer contact sheet 	<ul style="list-style-type: none"> • 1 to babysit the Green Room
Lavender Graduation Ceremony – Catharine & Libby		
<ul style="list-style-type: none"> • Prepare Podium and Speech Material • Run Through AV System & video recorder • Give Michael USB drive & music playlist • Hang up banners • Put rainbow flag on flagpole • Set up table for distribution of tassels & certificates • Tape off 2 front left rows (facing stage) w/ blue tape for staff & faculty • Tape off 5 front right rows for graduates 	<p>Table</p> <ul style="list-style-type: none"> • Tassels • Certificates (Lav Grad & LGBT Studies) • Scholarship Certificates • Student & Faculty Awards • Lavender Leader Award • Bridge Builder Plaque • Toni Yancy Plaque • 4'x6' Rainbow Flag w/ zip ties – for flagpole • 8'x10' Flag • Blue Tape • Signs for Seat Reservations • POWERPOINT!! • DV tapes • Exit music • Signs – reserved for graduates, faculty/staff 	<ul style="list-style-type: none"> • 1 PowerPoint person - Chad • Rashmi – to direct students to come down from stage
Reception – Christian & Auggie		
<p>Set-Up Reception</p> <ul style="list-style-type: none"> • Volunteers to direct away Women's Studies guests from reception • Prepare refreshments for reception • Set up cupcakes 	<ul style="list-style-type: none"> • Walkie Talkie • Blue Tape • Tablecloths • Jarritos • Lav Grad Poster • Tubs for ice & drinks 	<ul style="list-style-type: none"> • Auggie to babysit during the ceremony • When Gender Studies gets out: post volunteers by stairs & elevator to direct people out
Clean-Up!		
<ul style="list-style-type: none"> • Move all materials back to LGBT CRC 		<p>Clean clean clean!</p>