

Staff

Lewis & Clark Graduate School of Education and Counseling

Commencement Ceremony

Sunday, June 4, 2023

V 06/01/2023

Griswold, Accessibility, Registrar's, Oversight

<https://graduate.lclark.edu/commencement/>

PARKING

Shuttle Service:

Shuttle service to the Gates 2, 5, and 6 parking lots and Pamplin Gym will be available.

GSEC Faculty and Staff Parking:

GSEC staff and faculty parking is available on the Graduate Campus in the East Parking Loop (by Graduate Admissions) and the Corbett parking lot (Gate 8). Parking is also available in the residence hall parking lots (Gate 5).

West Parking Loop (Graduate Campus) Reserved for Accessible Parking for Reception:

NB: The West Parking Loop on the Graduate Campus—the lot by the water tower--will be reserved for the after-reception for guests requesting accommodations.

Private Break Room for Staff Working the Ceremony; Open by 10:00 a.m.

All staff working during the commencement ceremony will have access to a private breakroom, including food and beverages, in Gregg Pavilion (next to Flanagan Chapel). Please check with your Team Lead to arrange for breaks.

IN CASE OF EMERGENCY: Contact your Team Lead. They will coordinate with Sharon Chinn and/or Campus Safety. Additional details available on page 5.

Times Vary Arrive to campus.

- Dress in all-black or dark attire with your L&C nametag; you'll also receive an orange "STAFF" or blue "ACCESSIBILITY" lanyard to wear during the ceremony.
- The times and tasks, below, may be updated the week before the ceremony based on emerging needs. Check with your team lead for updates.

Teams/Tasks Teams include:

- Sharon (lead) and Shanta (Oversight)
- Murray (lead), Rebecca H, and Shanta (Platform Party + Reception)
- Courtney (lead), Caitlin, Chris, Michael, and Leigh Anna (Graduate Registrar's)
- Kim (lead), Alex, Emily, and Juleen (Accessibility)
- Rebecca S-L (lead), Nori, Rachel, August, and Teri (Griswold)

7:00 a.m. Sharon and Shanta

- Arrive to CAS Campus. Follow the run-of-show for the day.

- 7:00 a.m. **Courtney, Caitlin, Chris, Michael, and Leigh Anna**
- Arrive campus reporting to Stamm Dining Hall (Michael and Caitlin with regalia).
 - Begin setting up Stamm
 - Assist Courtney and student marshals with graduate line-up.
 - Michael—meet with degree candidates re: name pronunciation.
- 7:30 a.m. **Rebecca S-L, Nori, Rachel, August, Teri, Kim, Alex, Emily, and Juleen**
- Arrive to campus, reporting to Pamplin Gym.
 - Place signage in Pamplin (accessibility and directional)
 - Rope off seating with stanchions/streamers (stanchions = graduate and faculty seating; blue streamers, if needed = accessibility/special needs; orange streamers, if needed = late comers—two rows, back left;).
 - *Facilities to distribute programs on faculty, graduate, and band chairs.*
- Rebecca S-L**
- Check in with Sharon
- Shanta**
- Move to Akin Parking Lot; staff lot until contract security or campus safety arrives.
- 8:00 a.m. **Rebecca S-L**
- Orient vendors (Buddies Flowers and GradImages)
- Rebecca S-L, Nori, Rachel, August, and Teri**
- Move into place (doors inside Pamplin foyer); programs will be at doors.
 - Greet guests, providing all with programs.
 - Direct late-arriving faculty (Gregg Pavilion) and graduates (Stamm Dining Hall) to their check-ins.
 - Remind guests, as needed, that service animals are welcome.
- Kim, Alex, Emily, and Juleen**
- Move into place
 - Greet guests who have requested accommodations, directing them through Lower Pamplin, up the elevator, and to their seats.
- Michael**
- Sound-check with James Media and L&C Events AV sometime before 9 a.m.
- Sharon and Shanta**
- Shanta: Check in with Sharon to confirm that officer has arrived to staff the reserved Akin Parking Lot. Sharon: Check in at all locations.
- Murray and Rebecca H**
- Arrive to campus, reporting to Armstrong Lounge Foyer, Manor House
- 9:00 a.m. **Rebecca S-L**
- Orient musicians (Columbia Brass); cheque to Steve Conrow.
 - Ensure Columbia Brass sound check no later than 9:15 a.m.
 - Following sound check, Columbia Brass to play prelude music.
 - Orient interpreters (arriving around 9:15 a.m.)

- 9:40 a.m. **Rebecca S-L, Nori, Rachel, August, and Teri**
- Set up stanchions and velvet ropes inside the arena and in the foyer (stanchions will direct the processional into the building).
- Michael and Caitlin**
- Don regalia and move to walkway in front of Manor House.
- 9:50 a.m. **Processional**
- Kim B. or other Accessibility Team Member**
- As soon as you can see the mace bearer on the roadway in front of Pamplin Gym, cue the band to switch to the processional music.
- Rebecca S-L, Nori, Rachel, August, and Teri**
- Begin closing the inner doors into the arena, leaving the two doors for those in the processional open. REMOVE THE STREAMERS/STANCHIONS FROM THE FACULTY/CANDIDATE SEATS.
 - Once the processional has passed, please feel free to open some of the velvet cords connecting the stanchions.
- Sharon or Shanta**
- Lead the processional into Pamplin Gym.
- 10:00 a.m. **Ceremony**
- Rebecca S-L, Nori, Rachel, August, Teri, Kim, Alex, Emily, and Juleen**
- Continue to greet late arrivals removing the streamers from the “late arrivals” section (back, left two rows of seating).
 - Keep an eye on the beverages, notifying Rebecca (who will contact Bon Appetit) if anything is running low or if a clean-up is required.
 - Notify Rebecca (who will contact housekeeping or facilities) if there are any issues in the restrooms.
 - Remind guests with children needing space that monitors showing the ceremony are available in the foyer; feel free to quiet children, as necessary.
 - Remind guests in foyer to stay off of the exercise equipment.
- Murray**
- Move to the Graduate Campus to check on the set-up for the after-reception.
- Rebecca H, Sharon, and Shanta arrive to Pamplin around 10 - 10:15 a.m.**
- Sharon will be checking in with all on resolving emerging needs.
 - Rebecca H and Shanta will assist the Pamplin and Accessibility Teams, as needed.
- Courtney, Chris, and Leigh Anna**
- Collect laminated directional signs in Stamm; return these to the Graduate Registrar’s office.
 - Prepare for diploma hand-out in the Graduate Registrar’s office after the ceremony.
- Shanta**
- By 11:30 a.m., move to the Graduate Campus to hand out gift bags.

11:45-ish a.m. **Recessional (approximate time)**

Rebecca S-L, Nori, Rachel, August, Teri, Kim, Alex, Emily, Juleen, Sharon, & Rebecca H

- As soon as Dean Fletcher begins his “Charge to the Class” (immediately following the conferring of the EdD degrees), reconnect all of the velvet ropes to the stanchions in the Pamplin Gym foyer.
- Once the recessional begins, station yourselves to ensure that a) guests don’t get in the path of those recessing and b) that those recessing continue on out the main doors to Pamplin and up toward the Graduate Campus. (The goal is to try to keep the flow of traffic moving.)
- Shuttle service from Pamplin Gym to Gates 2, 5, and 6 available.

After

Rebecca S-L, Nori, Rachel, August, and Teri

- Collect any laminated directional signs.
- Collect STAFF and ACCESSIBILITY lanyards, binders, umbrellas, et cetera.
- *Rebecca can return these during the week to the Graduate Dean’s office.*
- *Facilities will be collecting and returning extra scripts, diploma covers, programs, and the main flower arrangement to the Graduate Registrar’s office. Facilities will be returning the black stool to Sharon’s office.*

Kim, Alex, Emily, and Juleen

- Assist guests who have requested accommodations in returning to their vehicles and/or to the reception.
- Guests who have requested accommodations will be able to move their vehicles from the reserved accessibility parking in the east section of the Upper Griswold parking lot to the reserved accessibility parking in the West Parking Loop on the Graduate Campus.
 - Only Campus Safety vehicles and guests with a state-issued disabled person parking permit OR a GSEC-issued accessible parking permit—downloadable from the commencement website--will be allowed entry into Gate 7 starting at 11:30 a.m.
 - Two of the three shuttles will be equipped with lifts.

Caitlin

- Give collected name cards to the GradImages lead photographer.

Rebecca H

- Collect mace from Stella and return it to the cold storage closet in the Manor House.
- Remove duct tape seating markers from platform.

Murray and Sharon

- Murray: Staff the after-reception.
- Sharon: Coordinate with Campus Safety on timing of guests exiting.

All

- All are welcome to attend the after-reception.
- Shuttle service from Pamplin Gym to Gates 2, 5, and 6 available.

Disaster During Commencement – An Usher Guide

Prepared by Lewis & Clark Campus Safety

Incident Command System

During the commencement ceremony, a number of Lewis & Clark staff members will be working together (behind the scenes) and will be prepared for potential major emergencies using the Incident Action Plan (IAP). The IAP will be operational during commencement, and we will be using it as a “real-time” exercise, whether a real emergency occurs or not.

In an actual emergency, the Pamplin Lead, Rebecca Sexton-Lee, will report through a specific chain of command and will direct staff ushers accordingly. Dean Scott Fletcher will be making announcements from the podium, as necessary and working with Campus Safety or other emergency responders.

Staff in Pamplin should do their best to assist persons in following procedures outlined in the *Lewis & Clark Emergency Procedures Guide* for “Fire”, “Earthquake” and “Evacuation.” **Of specific importance:**

- Know the locations of exits, fire alarm pull stations, and fire extinguishers in the area.
- In a fire scenario, always call 911.
- In a fire scenario, assist others in walking quickly to the closest emergency exits, evacuating the building and moving to the suggested Evacuation Assembly Areas (Fred Wilson Field inside Griswold Stadium/Upper Griswold parking lots/Glade area outside the Manor House). Wait there until directed to move elsewhere.
- In an earthquake scenario, duck, cover and hold on tight. Cover and protect your head and neck.
- In an earthquake scenario, **evacuate when it is safe to do so**. Assist others in moving to the suggested Evacuation Assembly Areas (Fred Wilson Field inside Griswold Stadium/Upper Griswold parking lots/Glade area outside the Manor House). Wait there until directed to move elsewhere.

Do not re-enter damaged buildings until trained persons – CERT personnel, fire responders, or trained Facilities Services personnel have assessed buildings and have advised it is safe to do so.

Additional emergency preparedness resources are linked here:

https://www.lclark.edu/about/campus_safety/crisis_management/.

Lewis & Clark Campus Map

Updated 05/16/2023



Event Venues

Conference Center 85
Council Chamber (Templeton) 36
Evans Music Center 10
Fir Acres Theatre 15
Fix Track 1
Flanagan Chapel 29
Frank Manor House 28
Gregg Pavilion 31
Griswold Stadium 1
Hoffman Art Gallery 26
Huston Sports Complex 61
Legal Research Center L1
Pamplin Sports Center 3
Smith Hall (Albany) 14
Stamm Dining Room (Fowler) 36
Tennis Courts 2, 21
Watzek Library 26
Wilson Field 1
Zehntbauer Swimming Pavilion 4

Admissions

Graduate 85
Law L1
Undergraduate 28

Residence Halls

Akin 33
Copeland (a-g) 45
East 42
Forest (Alder, Juniper, Manzanita,
Ponderosa, Spruce, Tamarack) 50
Hartzfeld (a-d) 49
Howard 43
Odell 35
Platt (West and East) 44
Roberts 41
Stewart 34
West 40

Administration

Human Resources 81B
Information 30
President 28

Parking

Parking permits are required for all motor vehicles during the fall and spring semesters, Monday through Friday from 7 a.m. to 7 p.m. Parking is free after 7 p.m. weekdays and all day on weekends. During the summer, permits are required only for parking on the Law and Graduate campuses. Accessible parking for disabled persons is reserved on all campuses. Campus Safety can assist in locating a space. Covered bike parking is available at J.R. Howard Hall and Watzek Library.

A Huston Field
B Law Campus*
C Upper Griswold*
D Lower Griswold*
E Fir Acres
F Pamplin
G Campus Safety*
H Akin
I Lower Fowler
J Howard
K Copeland
L Hartzfeld
M Forest
N Graduate Campus Loop
O Graduate Campus*

* Permits are available for purchase at this location.

For detailed listing, see other side.

Information: 503-768-7855

Processional Route

Gregg Pavilion

Akin Parking Lot

Undergraduate Campus

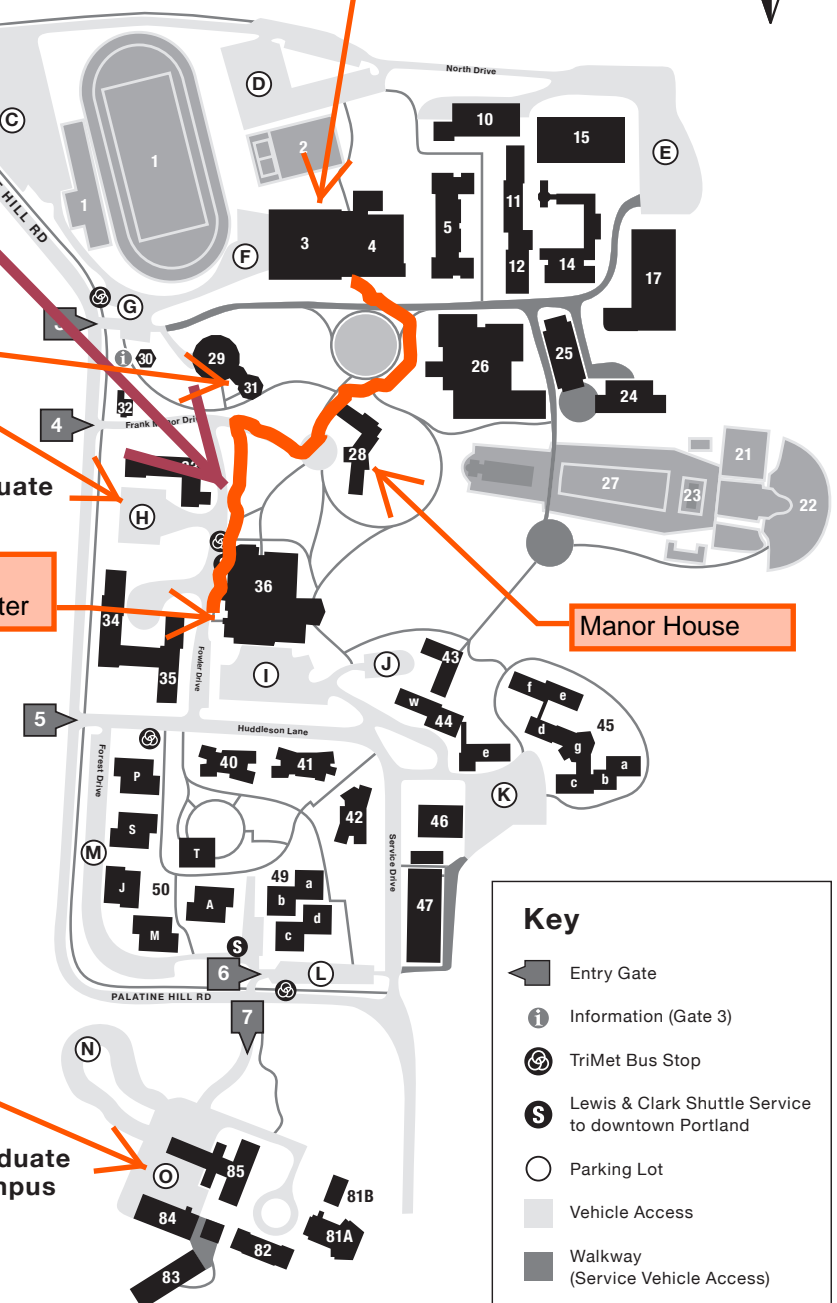
Stamm Dining Hall,
Fowler Campus Center

After-Reception,
Graduate Campus

Pamplin Sports Center Gym

Manor House

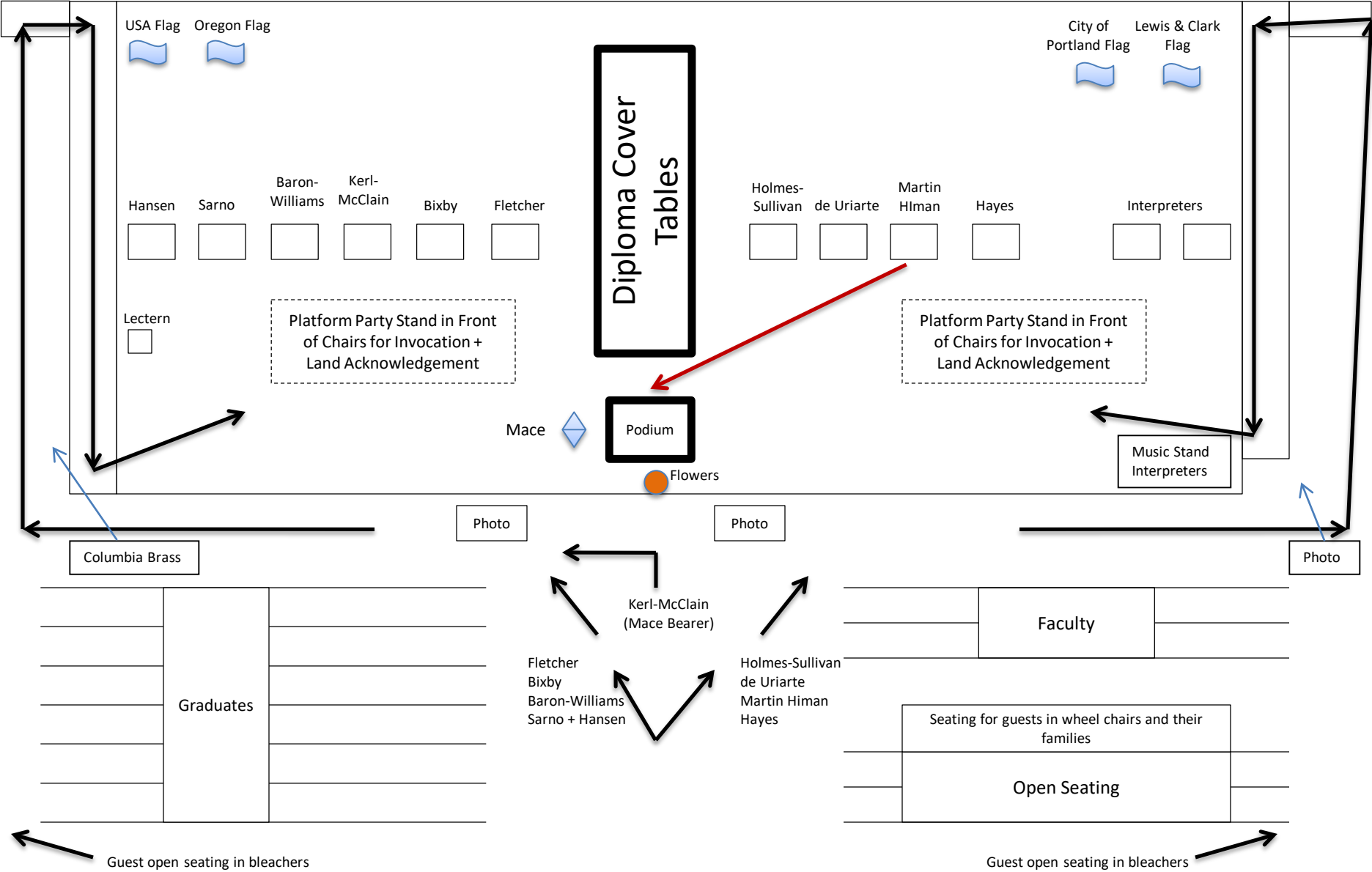
Graduate Campus



Key

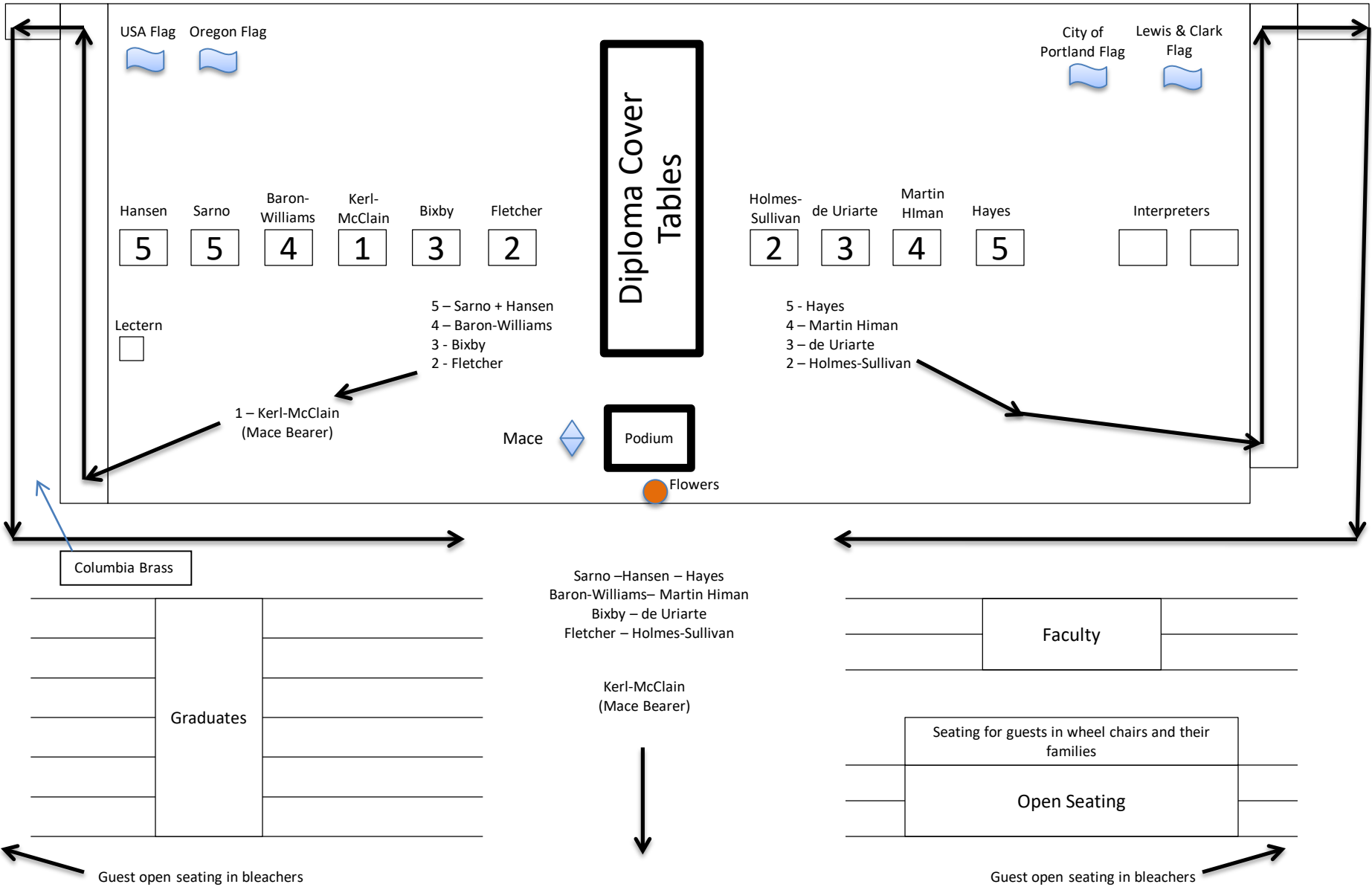
- Entry Gate
- Information (Gate 3)
- TriMet Bus Stop
- Lewis & Clark Shuttle Service to downtown Portland
- Parking Lot
- Vehicle Access
- Walkway (Service Vehicle Access)

LEWIS & CLARK GRADUATE SCHOOL COMMENCEMENT: PLATFORM PARTY PROCESSIONAL ROUTES, 2023



MARSHALS: Faculty: Alexia de León and Brenda Sifuentez
Student: Mary Andrus; Linda Griffin; Heather Hadraba; Peter Mortola;
Chelsey Torgerson

LEWIS & CLARK GRADUATE SCHOOL COMMENCEMENT: PLATFORM PARTY RECESSIONAL ROUTES, 2023



MARSHALS: Faculty: Alexia de León and Brenda Sifuentez
Student: Mary Andrus; Linda Griffin; Heather Hadraba; Peter Mortola; Chelsey Torgerson

Lewis & Clark

Graduate School of Education and Counseling

2023 Commencement Ceremony

Sunday, June 4th at 9:50 a.m.
Arrival by 9:30 is suggested

Undergraduate Campus



Graduate Campus

Lewis & Clark
615 S Palatine Hill Road
Portland, Oregon 97219

Parking and Shuttle Service

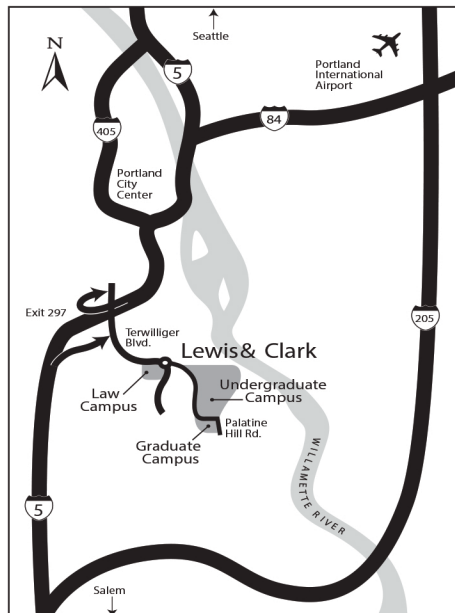
- 2 General Parking enter at Gate 2
- 3 Guests for whom mobility accommodations are needed are directed to Gate 3 for drop-off and to be directed to accessible parking.

Shuttle service from Pamplin Gym to the Gate 2, 5, and 6 parking lots will be available.

Allow extra time for parking, walking and finding your seat.

Parking is prohibited in the neighborhoods surrounding the College.

Routes to Campus



Key

- Gate Entries
- Parking
- Reserved Parking
- Commencement ceremony will take place in Pamplin Gym
- Reception following outdoors on the Graduate Campus