

**GSBS Commencement 2024**  
**Instructions for faculty who will hood multiple students**

- **Date:** Saturday, May 11, 2024
- **Location:** Rice University, The Shepherd School of Music, Alice Pratt Brown Hall, (Entrance 18 off Rice Boulevard) 6100 Main Street, Houston, Texas 77005
- **Parking:** Free and available in West Lot 2. Directional signs are along campus streets to guide you.

*Note: Before the ceremony begins, GSBS staff will “train” a few graduates/hooders who will be the first to go across the stage so that the remaining graduates/faculty can follow their lead.*

**BEFORE THE CEREMONY**

- Faculty should be in the dressing room [The Shepherd School of Music, Hirsch Orchestra Rehearsal Hall - GSBS staff will direct you] no later than 9:00 am.
- Faculty hooders will enter the Stude Concert Hall auditorium with their graduates and not in the general-faculty processional.
- Graduates will be asked to line up in the proper order in hallway outside Stude Concert Hall auditorium; GSBS staff will assist.
- Faculty hooders will be asked to get in line behind their graduates. Please get in line behind your **first** graduate.
- Graduates/hooders will walk single-file into the auditorium led by the Student Marshal.
- Graduates have been instructed to sit in seats tagged with their names. Faculty will sit next to your (first) graduate in a chair marked “hooder.”

**DURING THE CEREMONY**

- When Student Marshal signals, graduates/hooders go to the stage stairs ONE ROW AT A TIME, and as a row, go up the stairs and line up along the wall of the auditorium.
- When your first graduate's name is called, with the graduate in the lead, you and your student walk on stage and stop at the designated mark on the floor for hooding (a short distance).
- The student will remove the hood from his/her forearm where it has been hanging, hand it to you, and then turn to face the audience. You stand behind the student and place the hood over the graduate's head. Afterward, you may shake hands (or hug!) your graduate.  
An official photographer, seated stage left, will take a photo of the hooding.

- There will be a faculty member on stage designated as an "assistant hooder" to hood students who do not have their own hooders - and he/she will also assist faculty hooders, as needed.
- After the hooding, you and your graduate go separate ways:
  - Your graduate will continue walking across the stage, receive his/her diploma folder, shake hands with the deans and presidents, and return to the student seating area in the audience.
  - **As a hooder with multiple students, you will sit in a chair (marked with your name) on the side of the stage so that you will be near when it is time to hood your next graduate. When that graduate's name is called, you will stand and go back to the hooding area to hood the graduate. You will return to your stage chair after each hooding and be seated. Please follow along in the program so you will be ready when it is time to hood your next graduate.**
- Recessional: When the ceremony is over, the stage party will leave the stage first and begin marching out of the auditorium. The faculty hooders sitting in the side chairs (that's you!) will fall in behind the last member of the stage party and exit the auditorium.

#### **AFTER THE CEREMONY**

- Enjoy the reception, take lots of pictures with your students' families and friends and then ...
- Please return your rented regalia to the dressing room.

We appreciate your presence -- thank you for helping us celebrate this important occasion!