

Commencement

Instructions for faculty who will **hood one graduate**

- **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 of the 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.
- 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 their graduate in a chair marked “hooder.”

DURING THE CEREMONY

- When Student Marshal signals, graduates/hooders go to the stage stairs and line up along the wall of the auditorium.
- When your graduate’s name is called, with the graduate in the lead, the two of you walk on stage and stop at the designated mark on the floor for hooding (a short distance).
- The graduate 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 graduate 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 will go separate ways:
 - Your graduate will continue walking across the stage, receive his/her diploma folder, shake hands with the dean and presidents, and return to the graduate seating area in the audience.
 - **At the same time, you will leave the stage by going behind the stage party and exiting through the door on the far side of the stage. You will go down a few steps and take the next available seat in the open graduate/hooder row – the seating order will no longer matter.**
- Recessional: When the ceremony is over, the stage party will leave the stage first and begin marching out of the auditorium. The Faculty Marshal will then lead the general faculty out of the auditorium. The Student Marshal will fall in behind the last faculty member and lead graduates/hooders out of the auditorium.

AFTER THE CEREMONY

- Enjoy the reception, take lots of pictures with your graduate's family 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!