

Commencement Stage Party Instructions

- **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.

BEFORE THE CEREMONY

- Please 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.
- At the appropriate time, GSBS staff will help you line up in the proper order.
- The Stage Party, which will go first in the processional, will be led into Stude Concert Hall by a GSBS faculty member designated as the UT System Mace Guardian or by the Dean. You will sit on stage in a chair labeled with your name.
- At the end of the ceremony, Mace Guardian or Dean will lead you out of the auditorium.

AFTER THE CEREMONY

- Enjoy the reception, pose for pictures with graduates' families and friends.
- If your regalia is rented, please return it to the dressing room.

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

SPECIAL INFO FOR STAGE PARTY MEMBERS WHO WILL HOOD GRADUATES DURING THE CEREMONY

- When your graduate's name is called from the podium, meet your graduate at the designated mark on the stage floor for hooding. Please follow along in the commencement program so that you will not be caught off guard when the time comes.
- 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 sitting in the audience, stage left, will take a photo of the hooding.
- An "assistant hooder" will be on stage to hood graduates who do not have their own hooders and he/she will also assist faculty hooders, as needed.
- After the hooding, your graduate will continue across the stage to receive his/her diploma folder and shake hands with the dean and other officials. You should return to your place on stage as discreetly as possible (give your graduate a little head start).