

Spring 2008 COMMENCEMENT CALENDAR

Friday, May 9, 2008 10:00 a.m.
College of Liberal Arts
University College




Friday, May 9, 2008, 6:00 p.m.
College of Science
McCoy College of Business Administration

Friday, May 9, 2008, 2:00 p.m.
College of Applied Arts
College of Fine Arts & Communication

Saturday, May 10, 2008, 10:00 a.m.
College of Education
College of Health Professions

Done?	Date Due	From	To	Task	Notes
	1/4/08	Provost	Athletics (Derek Grice) & Jowers (Marcus Hendry)	Reserve Strahan, Jowers 101 & 102 and Maroon and Gold Room	jfj
	1/4/08	Provost	Dr. Moore/Deans	Email final graduation count for Fall 2007	
	1/4/08	Provost	TXDOT - John Delgado	Fax applications of banner permits to get approvals for all 3 upcoming ceremonies	Done once a year, apply with City of San Marcos on October 1 - important deadline
	1/4/08	Provost		Reserve 1062 for Student Speaker Selection Interviews	April 7-10, 3:30 - 5:00 each day
	1/4/08	Jennifer	David Cole	Update commencement website - let advisors/dean assts know it has been updated	Make sure that the maps & list of majors get updated
	1/4/08	Provost		Update Dr. Moore's Commencement folder	
	1/4/08	Provost	KTSW (Dan Schumacher & cc Shelley Holmes)	Email asking for broadcast	jfj
	1/4/08	Provost	EMS (Tom Partin)	Email commencement dates and times and attach request for service	jfj

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	1/4/08	Provost	Mark Hendicks & Bookstore	Email commencement dates and times	
	1/4/08	Provost	Flash Photography (Carol Strong) & Heaven Sounds (Steve Fleming)	Email commencement dates and times	flash@airmail.net , steve@corridor.net
	1/14/08	Provost	Faculty Senate - William Stone	Email request for mace bearers and attach instructions	(due 4/14/08)
	1/28/08	Jennifer	Bookstore	Email major/minor degree list	List will come from registrar (Cathy Ritchie)
	2/8/08			Candidate application deadline	
	2/11/08	Provost	Registrar (Cathy Ritchie)	Request printing of McCoy diplomas & citations with May 10, 2008 date	
	2/11/08	Provost	Honors & Dean of Students	Email request for student speaker nominees	(due 3/17/08)
	2/11/08	Provost	Academic Deans	Email request for student speaker nominees and Committee Members	(due 3/17/08)
	2/11/08	Provost		Prepare City of San Marcos banner application	(due ?)
	2/11/08	Provost	City of San Marcos	Fax (3) 2007 Banner Application by 5:00 p.m. 396-9190	

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	2/14/08	Provost		Download candidate list and prepare to send to colleges/honors	
	2/18/08	Provost	Auxiliary Services (Brad McAlister)	Email request for shuttle buses	
	2/18/08	Provost	Custodial Services (John Doria)	Email request for custodial service	
	2/18/08	Provost	Disability Services (Debbie Cole)	Email request for interpreters	
	2/18/08	Provost	Flowers & Friends (Joe)	Call with commencement dates	
	2/18/08	Provost	Lanita Legan (Assoc. Dir. Of Student Center)	Email the dates and times of spring ceremonies	
	2/21/08	Provost	Advisors/Graduate College	Send out program edits	(due 4/21/08)
	2/21/08	Provost	Honors - Diann McCabe	Send out program edits	(due 4/21/08)
	2/21/08	Provost	Music - Cindy Dean	Send out program edits	(due 4/21/08)
	2/21/08	Mark Hendricks?	Provost	Key Speaker information for program	

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	2/22/08	Provost	Registrar (Cathy Ritchie)	Check on printing of McCoy diplomas & citations, if not already received	
	2/22/08	Provost	Printers	Email request for bids to print programs - Do RFP in SAP	
	2/29/08	Printers	Provost	Bids are due by 12 noon	
	3/3/08	Provost	Deans/Assts/ Advisors	Email request for marshals, and College Coord., send instructions	Separate emails to each dean with cc's to assistants (due 4/21/08)
	3/3/08	Provost	Graduate College	Email request for Graduate Marshals	(due 4/21/08)
	3/5/08	Provost	PC/Deans/Chairs/Faculty/Alumni Pres.	Prepare & send invite letters	
	3/5/08	Provost	Debra Heinsohn	Email Retired Faculty invite	
	3/5/08	Provost	Hill Country Trophy	Email request for key speaker plaque	
	3/5/08	Provost	Eyes of Texas Gallery	Take diplomas & citations for framing	

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Done?	Date Due	From	To	Task	Notes
	3/17/08	Provost	University Webmaster/University Star	Submit homepage event info/calendar event	
	3/17/08	Honors & Dean of Students	Provost	Student speaker nominees due	requested 2/11/08
	3/17/08	Deans/Advisors	Provost	Student speaker nominees and committee members due	requested 2/11/08
	3/24/08	President	BOR/Local Officials	Prepare invite	Local Officials (State Senator, State Rep, Mayor, County Judge)
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for plants from warehouse to Strahan	Email Roque Prado to confirm all orders
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for programs from warehouse to Strahan	
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for diploma covers from Registrars to Strahan	forward Prado email to Cathy Ritchie to make sure she knows they will be picking up diploma covers
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for podium from warehouse to Strahan	
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for podium from JCK to Strahan	
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for robes & supplies from Provost to Strahan	
	4/1/08	Provost	Materials Management (Roque Prado)	Submit request for music stands and chairs from Music Bldg. to Strahan	

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	4/1/08	Provost	Facilities (Joe Pacheco)	Email request for ramp/rail setup	
	4/1/08	Provost	Student Workers	Need availability for commencement	
	4/1/08	Provost	Eyes of Texas Gallery	Check on framing if not already received	
	4/2/08	Deans	Provost	Student Speaker nominees and committee members	requested 2/11/08
	4/2/08	Provost	Student Speaker Nominees	Set up interview times	
	4/7/08			Student Speaker Interviews (AA & FAC)	JCK 1062 3:30-5pm
	4/7/08	Provost	Student Speaker Nominees	Email (AA & FAC)	
	4/8/08			Student Speaker Interviews (ED & HP)	JCK 1062 3:30-5pm
	4/8/08	Provost	Student Speaker Nominees	Email (ED & HP)	
	4/9/08			Student Speaker Interviews (LA & UC)	JCK 1062 3:30-5pm
	4/9/08	Provost	Student Speaker Nominees	Email (LA & UC)	

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	4/10/08			Student Speaker Interviews (SC & BA)	JCK 1062 3:30-5pm
	4/10/08	Provost	Student Speaker Nominees	Email (SC & BA)	
	4/10/08	Provost	Steve Fleming	Confirm mike set-up	
	4/10/08	Provost	Special Projects	Send list of Platform Party	
	4/14/08	Provost	Deans/University Star	Email list of student speakers with majors	
	4/14/08	Provost	Student Speaker Committee Members	Email Thank You letters	
	4/14/08	Faculty Senate	Provost	Mace Bearers	(Req 9-10)
	4/14/08	Provost	Mace Bearers	Email instructions; request email confirmation	Due 4/18/08
	4/18/08	Mace Bearers	Provost	Email confirmation	(Req 4/14/08)
	4/21/08	Provost	Athletics (Bryan Miller)/LBJSC (Katie Marshall)	Email request for electronic message on boards	
	4/21/08	Provost	Athletics (Bryan Miller)	Email request for Jumbotron use and camera operators.	Confirmation due 4/28/08

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	4/21/08	Advisors/Honors / Music	Provost	Final program edit	(Req 2/21/08)
	4/21/08	Deans/Assts/ Grad. College	Provost	Marshals	(Req 3/3/08)
	4/21/08	Provost	Sarah Pivonka	Email or call to see who from University College will attend commencement ceremonies	Brown, Nelson, Wuestenberg
	4/21/08	Provost	Advisors	Email request for staff parking if not already received	
	4/21/08	Provost	Student Speakers	Confirm speaker practice on 5-8 at 3:00 p.m.	
	4/21/08	Provost	Hill Country Trophy	Pick up key speaker plaque	
	4/21/08	Provost	PC	Email to see if PCs will attend/Dr. Huffman	
	4/21/08	Provost	Auxiliary Services (Brad McAlister) & Custodial (John Doria)	Student count for buses and custodial	
	4/23/08	Provost	Printer	Send program by noon	(delivered by 5/7/08)
	4/25/08	Provost		Prepare PROVOST speeches	
	4/25/08	Provost	Reader	Email confirming Reader List & Speeches	

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	4/25/08	Provost	Graduate College (Janet Moseley)	Confirm PhD candidate(s) attending (count & names/degrees)	
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	4/28/08	Athletics (Bryan Miller)	Crystal	Email confirmation due for Jumbotron & operators	requested 4/21/08
	4/28/08	Provost	vocalists	Email with times/general map	
	4/28/08	Jennifer/Crystal	Staff	Prepare duties for commencement staff	
	4/28/08	Provost	Tcay Rowe	Email request for Presidential speeches	
	4/30/08	Provost		Prepare name tags	
	4/30/08	Provost		Prepare Thank You letters	
	5/1/08	Provost	San Marcos Utilities	Take banner to San Marcos Utility Dept. with application	Always Thursday before the week of graduation - they put up and take down on Mondays
	5/1/08	Provost	Executive Assistants	Email to drop off VP robes from VPs, President's office (at specified time)	Due by Wednesday (May 7) 12 noon
	5/1/08		Reader (Dan Schumacher)	Send reader speech	
	5/2/08	Provost		Prepare reserved seating chart/signs	
	5/2/08	Provost		Prepare platform party seating and processional	

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	5/2/08	Provost	President's Office	Set up time to retrieve robes (hers and the McCoys), tams, and mace	
	5/5/08	Provost		Update Dr. Moore's Commencement folder	
	5/5/08	Alumni Assoc.	Provost	Gift and plaque for LBJ Outstanding Student Award	
	5/5/08	Dean of Students	Provost	Gift for Sallie Baretta Outstanding Student Award	
	5/7/08	Provost	UPD (John Parker)	Email reserved parking lists	
	5/7/08		Provost	Deliver Provost's speech	
	5/7/08	VP's/Executive Assistants	Provost	PC robes received for Materials Mgmt	
	5/12/08	Provost		Send Thank You Letters	
	5/13/08	Provost	San Marcos Utilities	Pick up banner	