

CHAMPS -- GRADUATION PROTOCOL AND INSTRUCTIONS

DATE: Friday, June 1, 2018 from 4:00pm – 6:15pm.

LOCATION: Pasadena Civic Auditorium, 300 E. Green Street, Pasadena, CA 91101.

Tickets: All students will be issued two free tickets. If your student purchased a Senior Package, you will receive two additional free tickets. Extra tickets cost \$15. You may buy in advance via credit card on the CHAMPS' website (Student Services →CHAMPS Store), or by cash or check at the main office until Tuesday, May 29 (3pm). You may also purchase at the door. Small children, age 3 and above, must have a ticket. Tickets you have ordered but not picked up will be on will-call at the door. If you lose your tickets, we cannot replace them, and you may not enter the theater without your ticket. Please note that the tickets are heat-sensitive and will turn black with sunlight or heat.

Guests: The doors will open for guests at 3:00pm. **Doors will close and the ceremony will begin sharply at 4:00pm** and end at approximately 6:15pm. Late comers will enter after the graduates are seated. Flowers will be available from the vendor outside the theater as will some nominal concessions. **NO BALLOONS OR AIR HORNS WILL BE PERMITTED IN THE THEATER,** however you may check them at the door.

Parking: Parking is adjacent to the theater and costs \$10 for one-time entry. If you leave the parking lot, you will be charged for re-entry. There are lots across the street and also behind the venue.

Seating: Seating is on a first-come first-served basis. You may save up to 4 seats until 10 minutes before commencement of the ceremony. At that time, event staff will seat patrons in empty seats. Limited handicapped seating is available. Theater staff will assist you with this. Once the ceremony has begun, YOU MUST REMAIN IN YOUR SEATS FOR THE DURATION OF GRADUATION. This is for safety and the movement of the graduates necessary for the proceedings.

Photography: We will have a professional photographer, Alfredo Luna, taking pictures of the graduates. **Mr. Luna is an outside vendor; please contact him directly (alfredolunaphoto@gmail.com) with all of your photo questions, ordering, and payments.**

If you wish to take additional photos of your graduate, you must take them in the lobby or outside the theater AFTER THE GRADUATES HAVE BEEN DISMISSED from the ceremony

To the Seniors: (note revised times for arrival)

- **Seniors will start checking in at 12pm.** (Musicians who are performing will have a 10:30am set up call.) **ONCE AT THE THEATER, YOU MAY NOT LEAVE UNTIL AFTER THE CEREMONY.** (Since time is so short, you should probably come dressed for graduation.) You will hang up your cap/gowns in the holding room. You must **SHOW UP on time for rehearsal OR YOU CANNOT WALK.** Rehearsal will end approximately 2pm and you will have until 2:45pm to finish dressing for the ceremony. The downstairs dressing rooms will be made available to you, but will be locked after 2:45pm. When dressed, you will report to the holding room. Those of you who have not purchased your cap and gown will receive them after 2pm. After 3pm, **YOU MAY NOT LEAVE THE HOLDING AREA.**
- **YOU MAY NOT GREET YOUR PARENTS OR GUESTS IN THE LOBBY.** Make sure that they already have their ticket
- You may bring water – only water—for your use. **THERE IS ABSOLUTELY NO FOOD ALLOWED IN THE THEATER.** If you bring food, you will be asked to dispose of it.
- At the end of the evening you will exit to the outside foyer to greet your parents. **YOU MUST PICK UP YOUR DIPLOMAS AT THE TABLE.** Parents will not be given your diploma. Students who have borrowed caps and gowns must turn them in before receiving diplomas. You may return to the holding room to claim your belongings after the audience has exited the theater. **The theater doors will close at 6:45pm.**

Keep an eye on your email...more details will be coming! Let us know if you have any questions...

The Senior Committee