

ATTACHMENT 3

REGION STAFF COLLEGE GRADUATION CEREMONY

Certificates of appreciation and/or diplomas for staff other than seminar advisors are placed in the rostrum on stage. Assure proper lighting, stage seating, and audiovisual support for graduation.

AUDIENCE

**CURRICULUM
COORDINATOR**

SPEAKER

DIRECTOR

**(CHAIR)
(3)**

**(CHAIR)
(1)**

**(CHAIR)
(2)**

Place students in their seats in alphabetical order according to usual seminar seating and seminar advisor's directions. Seminar advisors hold seminar's copies of diplomas in alphabetical order, plus their own certificate of appreciation and/or diploma at the end of the alphabetical order.

All staff, other than seminar advisors and platform group take seats in the front row of the auditorium.

Director, curriculum coordinator, speaker, and distinguished visitor(s) meet backstage.

Director, curriculum coordinator, speaker, and distinguished visitor(s) enter stage right.

CALLS GROUP TO ATTENTION

(THERE WILL BE NO SALUTE OR INVOCATION.)

DIRECTOR Introduces speaker and distinguished visitors on stage.

DIRECTOR Introduces curriculum coordinator.

CURRICULUM COORDINATOR Steps forward to left rostrum behind table.

(The following assumes that the speaker is a National Commander, Executive Director, Senior Air Force Advisor, or other Corporate officer. Otherwise, the director presents the diplomas.)

SEMINAR ADVISOR As curriculum coordinator moves to the left rostrum, leads seminar (*) to a position on the floor below the stage left steps. Moves up behind the rostrum. Begin with the highest numbered seminar – end with Seminar 1.

SPEAKER Steps to position to right of table by the rostrum.

DIRECTOR Steps to position 10 feet to the right of speaker.

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SEMINAR ADVISOR Places certificates on rostrum with their own at the bottom, the remainder in alphabetical order, as the students are lined up. States, "(Addresses speaker), MAY I PRESENT SEMINAR _____ FOR GRADUATION.: S/He then reads the student's name from the top of the pile of diplomas – clearly, slowly, and hands the certificate to the speaker. Student moves forward to the speaker.

SPEAKER Shakes the student's hand (no saluting by the student), hands student the certificate. Student shakes hands with the DIRECTOR.

SEMINAR ADVISOR Reads the next name, etc.

SEMINAR ADVISOR Steps to the left and by the front of the rostrum.

CURRICULUM COORDINATOR Steps to the rostrum and says: "(Addresses speaker), I PRESENT (rank, name) TO YOU FOR HIS/HER SERVICE TO THE STAFF COLLEGE."

SEMINAR ADVISOR Proceeds to the front of the rostrum to SPEAKER, shakes their hand, receives diploma and/or certificates, shakes hands with DIRECTOR, then proceeds back to seat.

EACH OTHER ADVISOR IN TURN, leads their seminar to foot of the left side of the stage, proceeds to rostrum and follows the above instructions.

OTHER STAFF Without further instruction, after the final seminar has crossed the stage, other staff are led by the Deputy Director, in rank order, to the foot of the platform.

DIRECTOR Takes the certificates for the remainder of the staff from under the rostrum. Presents each by RANK, NAME, IN APPRECIATION FOR HIS/HER SERVICES and hands the certificate to the speaker.

Each staff member, in turn, comes up to the platform, shakes hands with the platform group.

SPEAKER Gives the charge to the graduates.

GROUP IS CALLED TO ATTENTION.

Platform group, except for curriculum coordinator, exits stage right.

GROUP DISPURSES WHEN INSTRUCTED.