



May 11, 2018

Dear 2018 Promotees & Graduates,

Next Friday's Promotion & Graduation is a very special day and we want to make sure everyone involved can best plan for the day. Below is some information for you, your loved one(s) pinning your badge on stage, and the rest of your guests. Our hope is that by providing the information before the event, it will help everybody be relaxed and focused on enjoying the moment.

**Information for Promotees & Graduates:**

- Please report to the Crystal Lounge by no later than 7:45 a.m. We will begin a run-through rehearsal at 8 a.m. sharp, followed by group photos on stage.
- Please turn in your badge, which will be used during the ceremony, at the check-in table that says "promotees."
- Note that for the procession you will be lining up by group, in alphabetical order by first name; there will be posters in the lounge with the exact lineup order that you can reference.
- Wear your complete Class B uniform and bring your cover.

**Information for individuals pinning a badge on stage:**

- When you arrive, please report to the check-in table that says "pinners" where you will receive a numbered card that will help you line up when it's time to go on stage:
  - **Promotion** pinners will receive a **red card** and will be the **1<sup>st</sup> group** to go on stage.
  - **Graduate** pinners will receive a **blue card** and will be the **2<sup>nd</sup> group** to go on stage.
- During the ceremony, there will be a specific time when you will be asked to go to the Tier 4 staging area to line up before going on stage. This area will have red balloons visible to help you find it. Note that the **promotion** pinners will be called **1st (red cards)**, and once that part of the ceremony is complete, the **graduate** pinners will be called **2nd (blue cards)**.
- You will be going up a series of stairs to get on and off a significantly elevated stage; please consider this when choosing your attire. If you are physically unable to climb stairs, please notify Elsa as soon as possible (contact information below).

**Information for the rest of your guests:**

- The lobby will open at 8 a.m. and have light refreshments available.
- Doors to the auditorium will not open until 9 a.m. The ceremony begins at 9:30 a.m.
- Seats in Tier 2 and 3 are available for the public, with exception of those indicating "reserved."
- There will be professional photographers at the event capturing the badge pinning on stage. Photos will be made available on our website for everyone to access.

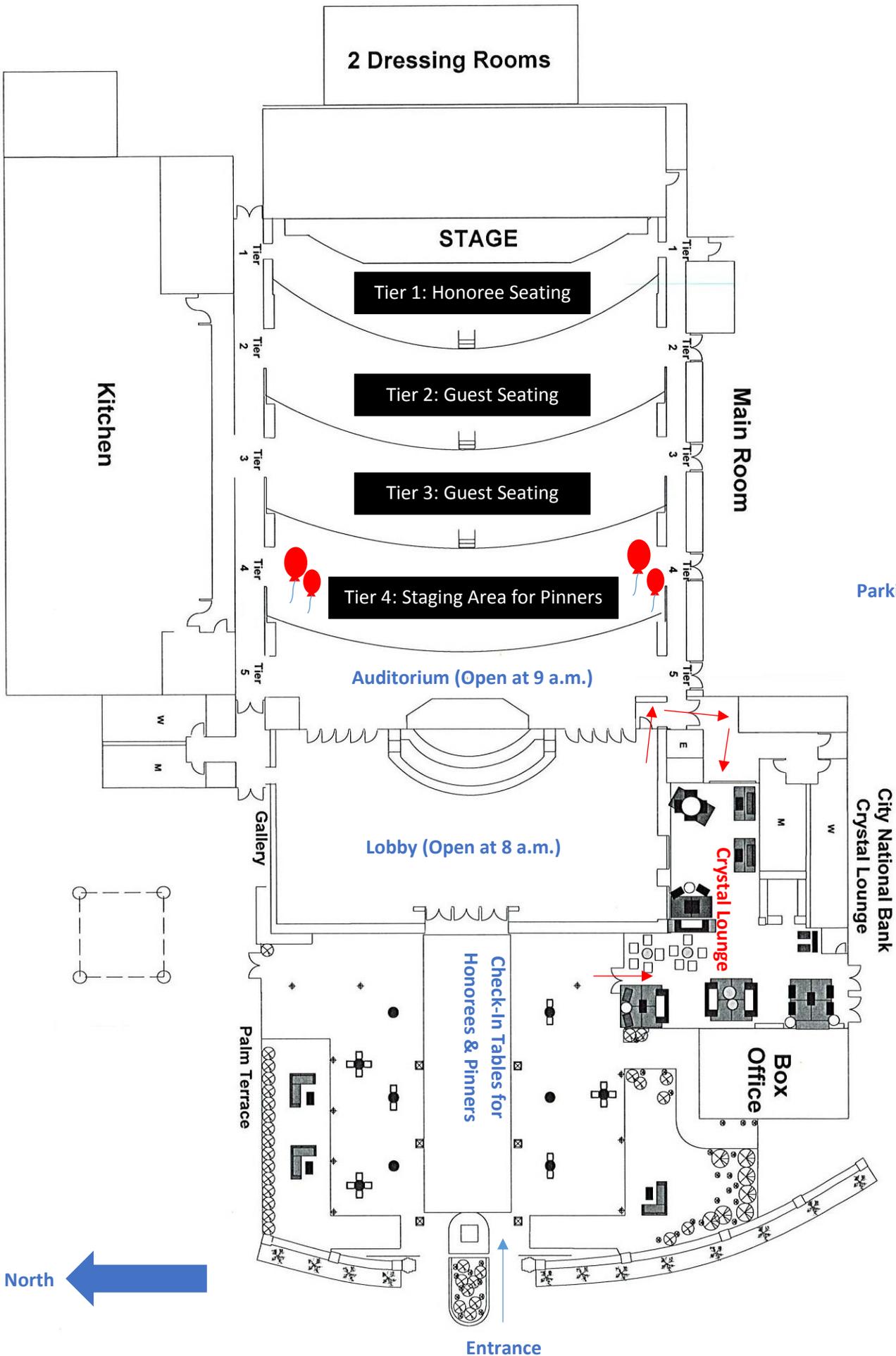
For your reference, included is a diagram of the venue. If you have questions, call me (714) 319-6947.

Sincerely,

Elsa Covarrubias  
Community Engagement Manager

Client:  
Location:  
Room: Grove Facility  
Prepared On: 01/12/18 16:34:19

Event Name:  
Date:  
Time:  
Prepared By: Admin



Katella Ave.

Diagram created using Room Viewer®.