Commencement Volunteer Information

Contacts
Prior to Commencement Weekend:
1. Linda Cunningham, Academic Affairs, 406-6462 (cell); linda.cunningham@rit.edu
2. Dawn Murray, Academic Affairs, 475-5334; dlwdfp@rit.edu, 729-3814 (cell)
3. Sue Provenzano, Academic Affairs, 475-5572; stp1031@rit.edu, 747-8495 (cell)

During Commencement Weekend, Linda (Convocation Only), all 3 of us will have radios, also.

May 22-23

<table>
<thead>
<tr>
<th>Facility</th>
<th>Facility Captain(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon Field House and Activities Center</td>
<td>Dan Rosica (All), Trent White, all Friday ceremonies; Nathan Felton, all Saturday ceremonies</td>
</tr>
<tr>
<td>Gene Polisseni Center</td>
<td>Robin Amico &amp; Gary Mendola (Convocation)</td>
</tr>
<tr>
<td>Gene Polisseni Center</td>
<td>Ada Rodriguez-Elliott (CMS, CHST, CLA)</td>
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<td></td>
<td>Gary Mendola (CMS, CHST)</td>
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<td></td>
<td>Laurie Clayton (CLA)</td>
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<tr>
<td></td>
<td>Ada Rodriguez-Elliott (SCB, NTID, COS)</td>
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<td></td>
<td>Colette Shaw (NTID, COS)</td>
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SPECIAL EVENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell Phone</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>Kathleen Rydelek</td>
<td>455-4474</td>
<td>7:00am - 4:00pm</td>
<td>6:00am - 11:00am</td>
</tr>
<tr>
<td>Paula LaFave</td>
<td>208-7677</td>
<td>1:00pm-9:00pm</td>
<td>11:00am - 5:30pm</td>
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POLISSENI

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell Phone</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Brooks Langkans</td>
<td>259-0373</td>
<td>5:00am - 2:00pm</td>
<td>5:00am - 12:30pm</td>
</tr>
<tr>
<td>Marvin Keller</td>
<td>478-4013</td>
<td>5:00am - 2:00pm</td>
<td>5:00am - 12:30pm</td>
</tr>
<tr>
<td>Chuck VanMaldeghem</td>
<td>208-7661</td>
<td>1:30pm-10:30pm</td>
<td>12:00pm - 7:30pm</td>
</tr>
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</table>

FIELD HOUSE

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell Phone</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>Nancy Moore</td>
<td>331-1505</td>
<td>5:00am - 2:00pm</td>
<td>5:00am - 12:30pm</td>
</tr>
<tr>
<td>Melvin Linthicum</td>
<td>208-7695</td>
<td>1:30pm-10:30pm</td>
<td>12:00pm - 7:30pm</td>
</tr>
<tr>
<td>David Woodhams</td>
<td>478-4016</td>
<td>1:30pm-10:30pm</td>
<td>12:00pm - 7:30pm</td>
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</tbody>
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Roles and Responsibilities
1. Welcome guests and assist them as necessary
2. Provide guidance in case of an emergency
3. Represent RIT

Things to Know
- General layout of the building – location of restrooms, water fountains, first aid stations, exits, fire alarms, and Field House elevator (code: “11111” written on wall next to button)
- Seating of the graduates
- Location of student line-up areas
- Location of college receptions
- Where to pick up caps and gowns and where to return rented faculty regalia
- Special guest seating
- Where to buy food
- WiFi access - People without an RIT username can connect to the new “rit_guest” wireless network, open a Web browser, and follow the on-screen prompts to get Internet access. Please note the following about this new service:
  - Guests must have a phone number capable of receiving text messages in order to register (carrier text message rates may apply).
  - Students, employees, and others with RIT computer accounts should continue to use the encrypted ritwpa2 wireless network.
  - RIT guest access prohibits access to some internal RIT network resources.

If you have any questions about guest wireless at RIT, please contact the ITS Service Desk at servicedesk@rit.edu or 585-475-4357.

General Information
Please arrive on time (2 hrs. prior for Convocation and ninety minutes prior to college ceremony start time) and be ready to go. Guests arrive very early.

- Field House Volunteer Check-in table – lower level NW entrance (near DLot)
- Gene Polisseni Center Volunteer Check-in table – lower level lobby, east hallway, across from Concessions.
- Please note that communications to our graduates/guests stated that Gene Polisseni Center and GFH open at 8:30 a.m. on Friday and 7 a.m. on Saturday. Staff can enter prior to that and when entering GFH, please enter the lower or upper level north side entrance (facing D Lot).
- You will receive your volunteer assignment upon check-in.
- Convocation volunteers may be assigned to the Gordon Field House, Gene Polisseni Center (overflow seating), or outside between the two venues to assist our guests.
- Non-exempt staff: please remember to clock in and out so you are paid appropriately.
- Be prepared to answer questions and provide directions. Know the volunteer information and the layout of the building.
- Be patient, flexible and SMILE. 😊
- Use good judgment and common sense when dealing with issues, including beach balls, blow-up dolls, etc. Contact your facility captain if you need help dealing with a situation. In addition to the facility captains, there are reps from FMS, Public Safety, RIT Ambulance and the Commencement Planning Committee available at both locations on both days.
- For items dropped behind the bleachers, contact FMS representatives.
- Mobility-impaired guests should be escorted from lower level entrances to seats on the floor.
• Guests using wheelchairs/strollers may sit wherever they wish. There is no designated area for wheelchairs/strollers. Chair clips are removable (leave on chairs) to separate the chairs so that the folding chair can be removed to accommodate the wheelchair/stroller.
• There is special seating for college delegates’, PhDs’, and trustees’ family members. Facility captains will coordinate.
• Remind faculty to return rented regalia per the instructions.
• Graduates will cross the stage from right to left at all ceremonies.
• Keep aisles in each facility clear at all times, especially during processional and recessional.
• Caps and gowns are available at Barnes & Noble @ RIT (2nd Floor); Mon.-Sat.-9 am-9 pm, Sun. 11 am-6 pm.
• Hand out programs one per person. One extra per family is fine. If a family asks for more, have them check back at the end of the day. Programs will be in boxes under tables. For more programs, contact your facility captain.

Emergency Procedures
• Emergency No.: 475-3333
• An emergency procedure statement will be made at the start of each ceremony. Please note facility exits.
• Know the locations of fire alarm pull boxes in your facility and use them if you see smoke or fire. Don’t attempt to fight a fire.
• Notification of an emergency will come from the podium or by fire alarm.
• Remain calm and direct people to the nearest exit.
• Assist those who need it.
• Open exit doors and move people as far away as possible from the building and try to keep the roadway clear for emergency vehicles.
• If you have a radio, monitor the radio for updates.

First Aid
• Gene Polisseni Center: lower level, east hallway, south of the concession stand
• Field House: Room on lower level, near northwest entrance
• Ambulance on call

Photographs
• Cameras and hand-held video cameras are permitted; however, aisles must be kept clear and other guests’ view must not be obstructed.
• Guests are permitted to approach the stage to take photos; however, they should go up to the stage right before the graduate crosses and should return to their seats immediately after taking the photos.
• Remind guests that professional photographers will take two shots of each graduate – one when the graduate receives the diploma cover and one when the graduate exits the stage. Families will be contacted directly with ordering information.

Traffic Control
It can become confusing between ceremonies. Keep in mind the following:
• Direct early-arriving guests for the later ceremonies away from the main entrances so as not to disturb the ceremony in progress.
• At the end of each ceremony, be sure to clear the aisles and exits so the graduates and the platform party can exit the building. As they exit, direct graduates and guests away from the building.
• Volunteers stationed in Polisseni Center ceremonies should direct graduates and guests out of the lobby. The area needs to be clear for the next ceremony.
• Station yourself at the exits to assist guests exiting and stay until facility is cleared.
  • GFH ceremonies exit routes: CAST, KGCOE, CIAS – east doors; GCCIS – west doors
  • PC ceremonies exit routes: 2 north lobby entrances

Flower Sales
• Sidewalk, right side of the Grand Staircase, Field House
• Gene Polisseni Center – Outside in front of main lobby

DVD Sales
A table with Commencement DVD order forms will be set-up in the Gordon Field House and Activities Center and the Gene Polisseni Center.
Lost and Found
- Gordon Field House and Activities Center ticket booth, main lobby.
- Gene Polisseni Center Guest Services, table next to the B&N Team Store, lower level lobby.
- All items will be taken to Public Safety at the end of the day on Friday and Saturday.

Decorum
Candidates and guests may not carry into any RIT facility champagne, sparklers, firecrackers, air horns, or any objects that might present danger or disrupt the ceremony. Balloons are prohibited in both facilities as they interfere with the smoke detection system. Smoking is not permitted in RIT facilities. Cell phones and other electronic devices should be turned off or set to vibrate. Animals other than certified assistance animals are not permitted in any RIT facility. We ask you to help make Commencement at RIT a proud and memorable moment for everyone.

Volunteer Hospitality Room
As a volunteer for Friday night and Saturday college commencement ceremonies, you may visit the Volunteer Hospitality Room (Field House Reception Room, 2nd floor overlooking the pool) on Friday, May 22, 3:30-8:00 p.m. (hot dinner) and Saturday, May 23, 6:30 a.m.-6:00 p.m. (breakfast, lunch, snacks, sandwiches)