

TO: December 2009 MBA Graduates
FROM: Karin Traylor, Administrative Assistant to the Academic Vice President
DATE: September 17, 2009
SUBJECT: Commencement

Commencement is scheduled for Friday, December 18, 7:30 p.m., at Chattanooga's Tivoli Theatre. Provided below is information that will help you make your plans as you celebrate this important accomplishment.

6:15 p.m. Rehearsal – Your pass to the auditorium will be your academic regalia and once inside you will be asked to sit in your assigned seat that you will be notified of in December. **Please let your guests know that they may wait in the lobby until the rehearsal is finished. The auditorium will be open to the public at approximately 7:00 p.m.**

7:00 p.m. Robing – Graduates robe in an area located to the right of the main auditorium.

7:15 p.m. Lineup – The processional line will form in the hallway to the right of the main auditorium in the following order:

Administration
Faculty
MBA graduates
Bachelor of Arts graduates
Bachelor of Science graduates

7:30 p.m. Processional begins – The program will include a processional, special music, a guest speaker, an alumni welcome, conferring of degrees, and a benediction. The service will end with the singing of the Alma Mater and the recessional.

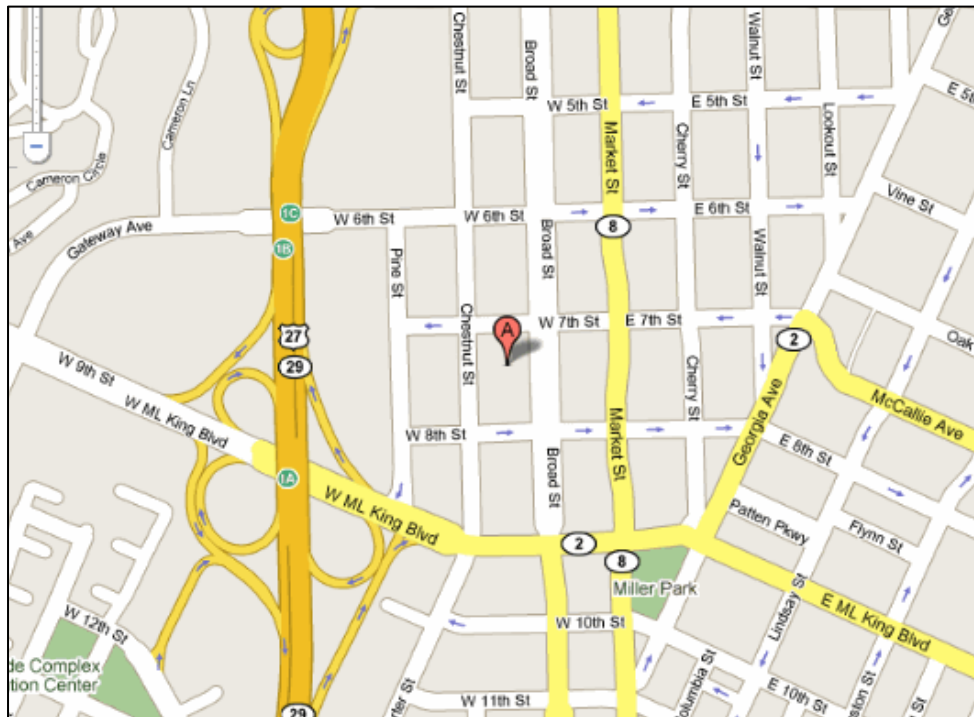
ACADEMIC REGALIA, INVITATIONS, AND RINGS: As you already know because most of you have already done so, you may pick up your regalia at the Krystal Building. You may order class rings and graduation announcements directly from www.balfourcollege.com. In the past, however, students have reported that the prices for rings online are higher than the prices the representative can offer. A Balfour representative will be available as follows:

- Tuesday, October 27, 11 am – 3 p.m. at the Bookstore (Main Campus – Dayton)
- Wednesday, October 28, 3 – 6 p.m. at the Bookstore (Main Campus – Dayton)
- Thursday, October 29, 5 – 6 p.m. at the Krystal Building office (Chattanooga)

FREE GRADUATION DVD: Please visit www.bryan.edu/graduationdvd for information regarding the free graduation DVD you will receive.

ADMISSION TO TIVOLI: Guests of graduates will be admitted without tickets.

COMMENCEMENT LOCATION AND PARKING INFORMATION: The Tivoli Theatre, located at the center of Chattanooga's cultural life, offers Chattanooga's the finest in entertainment. This spectacular historic showplace that opened in 1921 is known as the "Jewel of the South" and was placed on the *National Register of Historic Places* in 1974. This venue provides a beautiful setting to celebrate our students' accomplishments.



Tivoli Theatre
709 Broad Street
Chattanooga, TN 37402

FREE PARKING courtesy of BlueCross BlueShield of Tennessee is accessed via the garage entrance on West 7th Street between Broad and Chestnut.

BCBS requests that all vehicles be out of the parking garage one hour after the ceremony concludes.

FOR MORE INFORMATION: If you have further questions about commencement, please contact Karin Traylor at 423.775.7200 or e-mail her at trayloka@bryan.edu.