

TO: December 2009 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 will 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 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.

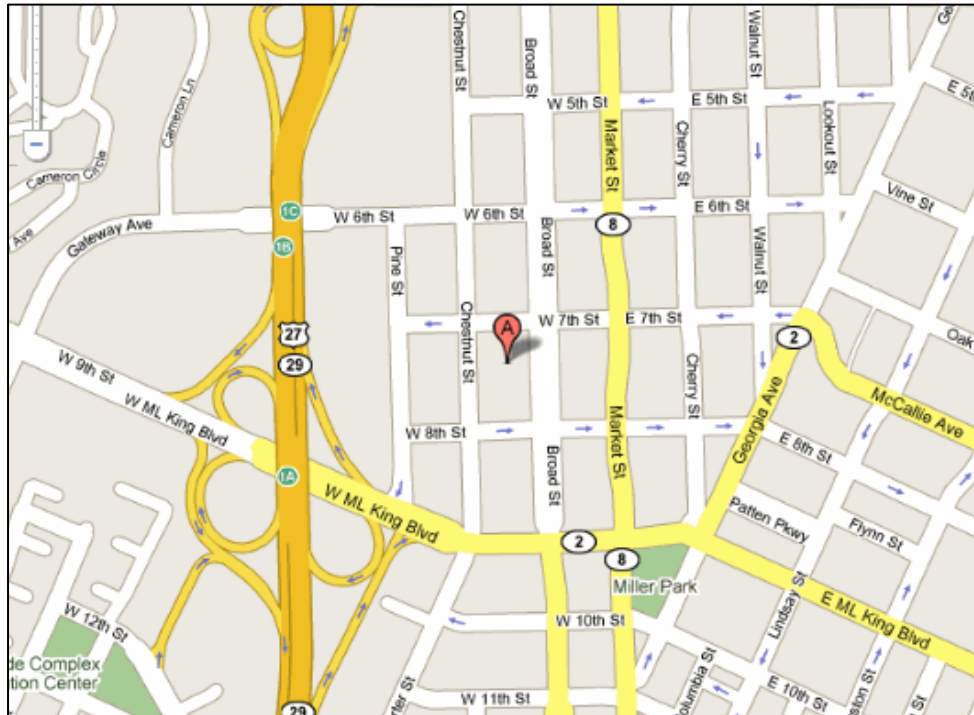
ACADEMIC REGALIA, INVITATIONS, AND RINGS: A graduation accessories company representative will be on campus Tuesday, October 27, 11 am – 3 p.m. and Wednesday, October 28, 3 – 6 p.m. If you have questions, please call Mrs. Tami Tullberg, Bryan College bookstore manager, at 423.775.7271 or e-mail her at tullbeta@bryan.edu. You may also go directly to www.balfourcollege.com to place your order.

LETTERS TO FAMILIES: Your family will receive information about lodging options and commencement. This information is also available at www.bryan.edu/families. To ensure that your family gets the letter, please advise us if there is an unusual circumstance in regard to your family and their address.

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.