

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

Commencement is scheduled for Friday, December 18, 7:30 p.m., at Chattanooga's Tivoli Theatre. This is an opportunity to recognize and honor graduates who are completing their programs mid-year, and we would like to provide some information for you regarding the program.

- 6:15 p.m. Rehearsal** – All graduates report to their assigned seats in the Tivoli Auditorium. **Guests 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** – Graduates, faculty, and administration line up in the right hallway of the Tivoli.
- 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.

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

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

LODGING FOR OUT-OF-TOWN GUESTS: We recommend that you make your lodging reservations as soon as possible. Below are listed a few of the many options available located near our Dayton campus as well as in Chattanooga where the Tivoli Theatre is located.

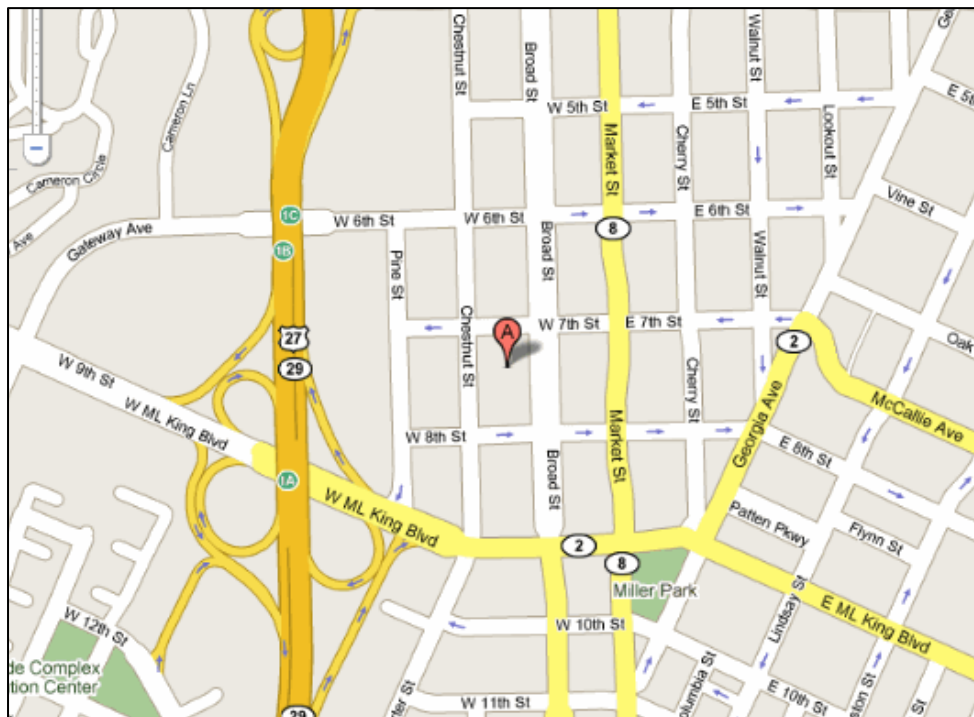
DAYTON, TENNESSEE

- Best Western – 423.775.6560
- Fehn's 1891 House – 423.775.1892
- Holiday Inn Express – 423.570.0080
- Kelly Motel – 423.775.1181
- Mountain View Inn and Suites – 423.775.9190
- Scottish Inns and Suites – 423.775.9718 or 800.251.1962

CHATTANOOGA, TENNESSEE (Tivoli Theatre is located approx. 35 miles south of Dayton)

- Chattanooga Choo Choo – 800.872.2529 or 423.266.5000
- Chattanooga Marriott – 800.841.1674 or 423.308.1082
- Comfort Suites/Downtown – 877.424.6423 or 423.265.0008
- Days Inn and Suites/Lookout Mountain – 800.329.7666 or 423.267.9761
- Doubletree Hotel – 800.222.8733 or 423.756.5150
- Holiday Inn Express and Suites – 423.664.4321
- Motel 6 – 800.466.8356 or 423.265.7300

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.

CHANGES AND QUESTIONS: If a student’s expected graduation date changes, family members will receive new commencement information near the beginning of the semester that the student will be receiving his or her diploma. If you have further questions, please contact Karin Traylor at 423.775.7200 or trayloka@bryan.edu.