<table>
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<th>Task</th>
<th>Date/Time</th>
<th>Description</th>
<th>Participants</th>
<th>Group Leaders</th>
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<td><strong>Click on link to register</strong></td>
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| **Commencement** | | ●Continental breakfast provided Sunday morning  
●Thank you gift  
●1 entry into grand prize drawing!  
●1 paid day off to use by 12/31/16 for helping at Commencement Ceremony or Convocation  
●Invitation to Thank You Reception | | |
| **Mobility Impaired** | Sunday, May 29 (7:30a-1:00p) | Assist mobility-impaired guests (many elderly) in Hoy Garage and in accessible-seating/wheelchair area on the field. Assist guests getting to/from the seating area, and assist with wheelchairs, if needed. | 40 people | Mark Howe, 227-1052  
mjh69@cornell.edu |
| **Crescent** | Sunday, May 29 (7:45a-1:00p) | Hand out programs. Direct guests to seating areas in the Crescent. Assist guests in reserved seating area. | 60 people | TBD |
| **Field Seating** | Sunday, May 29 (8:15a-1:00p) | Guide students & faculty to specific seating locations on Schoellkopf Field. Distribute programs to students & faculty. Help form recessional route after ceremony. | 45 people | Bob Talda, 592-1699  
rpt4@cornell.edu |
| **Arts Quad** | Sunday, May 29 (8:15a-1:00p) | Organize students & faculty to form procession on Arts Quad. Help outfit student banner bearers. Guide procession to stadium. Upon arrival at the stadium, some ushers will be asked to assist elsewhere in the stadium during the ceremony if needed. Help form recessional route after ceremony. | 55 people | Corey Earle, 279-6585  
cre8@cornell.edu |
| **Usher Registration** | Sunday, May 29 (7:00a-1:00p) | Sign-in volunteers and distribute nametags, red jackets & thank you gifts (Schoellkopf locker room). Oversee refreshments for volunteers. Collect nametags & jackets when ushers sign-out after ceremony. | 12 people | Amanda Jemison, 585-690-7861  
jp22@cornell.edu |
| **West Entrances** | Sunday, May 29 (7:15a-1:00p) | Assist procession from Hoy Rd into stadium. Direct guests along concourse to south end of field and Crescent. Hand out programs. Answer visitor questions. Help form recessional after ceremony. | 30 people | Michael Boggs, 342-6633  
mtb4@cornell.edu |
| **Medical Services** | Sunday, May 29 (7:30a-1:00p) | Provide medical services in/around stadium during the ceremony. Individuals who can provide Emergency Medical Services (NYS EMT or CFR, or ARC First Aid and CPR certified) are needed. | 14 people | Dan Maas, 327-1364  
dim1@cornell.edu |
| **Golf Cart Driver** | Sunday, May 29 (7:30a-3:00p) | Drive guests who need assistance to/from stadium and to/from college events. Must have experience driving a golf cart, carry a valid NYS driver's license, and be very familiar with campus.  
**7:30a-3:00p commitment time. Lunch will be provided.** | 16 people | Mike Baker, 255-7480  
meb84@cornell.edu |
| **Information Tables** | Sunday, May 29 (8:00a-3:00p) | Occupy information table and answer visitor questions before & after Commencement and college events. You will be contacted about a meeting to review your role and receive information in advance.  
**8:00a-3:00p commitment time. Lunch will be provided.** | 14 people | Cheryl McGraw, 351-1941  
crm54@cornell.edu |

**SCROLL DOWN FOR OTHER WEEKEND OPPORTUNITIES**
### Faculty Regalia

| Shift 1 - Regalia | Wednesday, May 25  
|                  | 8:30a-12:00p  
|                  | Help organize items for faculty regalia requests. Some duties require lifting, some do not.  
|                  | 163 Day Hall  
|                  | 4 people  
|                  | Maureen Chapman, 379-3328 mc27@cornell.edu  
| Shift 2 - Regalia | Wednesday, May 25  
|                  | 12:00n-3:30p  
|                  | Help organize items for faculty regalia requests. Some duties require lifting, some do not.  
|                  | 163 Day Hall  
|                  | 4 people  
|                  |  
| Shift 3 - Regalia | Thursday, May 26  
|                  | 9:00a-12:30p  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | 4 people  
| Shift 4 - Regalia | Thursday, May 26  
|                  | 12:30p-4:00p  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | 4 people  
| Shift 5 - Regalia | Friday, May 27  
|                  | 9:00a-12:30p  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | 4 people  
| Shift 6 - Regalia | Friday, May 27  
|                  | 12:30p-4:00p  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | 4 people  
| Shift 7 - Regalia | Saturday, May 28  
|                  | 3:30p-7:00p  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | **If helping at PhD Ceremony, do not sign up for this timeslot.**  
|                  | 2 people  
| Shift 8 - Regalia | Sunday, May 29  
|                  | 8:00a-11:30a  
|                  | Distribute borrowed regalia to faculty & staff.  
|                  | 163 Day Hall  
|                  | **If helping at Commencement, do not sign up for this timeslot.**  
|                  | 2 people  
| Shift 9 - Regalia | Sunday, May 29  
|                  | 11:30a-4:00p  
|                  | Receive all borrowed faculty regalia being returned.  
|                  | 163 Day Hall  
|                  | 4 people  

### PhD Ceremony

| PhD Ceremony | Saturday, May 28  
|             | 3:00p-7:00p  
|             | Hand out programs, guide guests to seating area, line up students and faculty for procession.  
|             | Barton Hall  
|             | 50 people  
|             | Janine Brace, 255-5810 jmb20@cornell.edu  

### Convocation

| Convocation | Saturday, May 28  
|             | 8:00a-2:00p  
|             | Hand out programs, assist guests, guide guests to seating areas, assist at entrances.  
|             | Schoellkopf Stadium  
|             | 100 people  
|             | Jennifer Davis, 255-5217 jd49@cornell.edu  

**Special thank you gift**

**Light refreshments**

**1 entry into grand prize drawing!**

**Invitation to Thank You Reception**