

**JOHN A. LOGAN COLLEGE COMMENCEMENT PROCEDURES**  
**DONALD L. BREWER GYMNASIUM AND CONVOCATION CENTER**

- Graduate processional led by student marshals (graduates should remain standing)
- Introduction of the minister who will give the invocation
- Singing of “The Star Spangled Banner” and the John A. Logan College Alma Mater
- Guests and graduates should then be seated
- Introduction of the President of the College and welcome to graduates, guests, and board members
- Acknowledgement of the John A. Logan College Band under the direction of Mr. Mike Hanes and recognition of other distinguished guests
- Introduction of the student speaker who will deliver his/her address
- Introduction of speaker from the John A. Logan College Foundation.
- The Vice-President of Instruction will officially certify the John A. Logan College Graduates
- Following the certification, the Vice-President will say, **“Will the graduates please rise.”** At this point, all graduates should stand in unison and face the podium as the degrees are conferred.
- The President of the College will confer the degrees for the John A. Logan College graduates.
- Graduates will remain standing until the President says, **“We will now present the diplomas.”** The President and Board of Trustees Chairman will go to the diploma table. At this point, all graduates, except for the first row, should be seated. Those in the first row should proceed to the podium. When there are only two persons left in a row to receive diplomas, the next row will stand and move to the podium. Graduates should stand at the mark on the floor, hand name cards to the Vice-President for Instruction, and wait until their names are called to move across the stage to receive the diploma cover.
- Please receive your diploma with your left hand and shake hands with the Chairman of the Board of Trustees and President of the College with your right hand. After receiving your diploma, return to your seat. **PLEASE REMAIN SEATED UNTIL EVERYONE HAS RECEIVED THEIR DIPLOMA.**
- The President will congratulate the graduates and instruct them to move their tassels to the left side of their caps. He will then ask everyone to rise for the benediction.
- Everyone will stand for the benediction.
- The President will conclude the ceremony by congratulating the graduates. He will thank everyone for attending and ask the audience to be seated during the recessional. The board members, faculty, and graduates will remain standing for the recessional. The marshals will lead the board members, faculty, and graduates, in that order, in the recessional to the multi-purpose room.

**Note:** The cap and gown are yours to keep. All graduates should exit through the multi-purpose room in order to minimize congestion in the hall area outside of the gymnasium. Please have your guests meet you in the courtyard area outside the entrance to the College.