

Fayetteville Technical Community College
Guidelines for
Pinning/Induction/Graduation Ceremonies

Revised December 2011

1. All ceremonies must be held on campus.
2. Ceremonies should be planned by the respective FTCC department personnel. A planning committee should be established so that no single person has sole responsibility for the event.
3. Dates for ceremonies should be established and submitted to be included in the FTCC Annual College Calendar of Events and Executive Calendar of Events to include location and time. NOTE: the deadline of February 1st is the submission due date.
4. If invitations are sent, the following should be invited: President, all VP's, AVP's, Deans and other faculty and staff who have worked with the program at the college. For Health Programs, it is encouraged to invite clinical affiliates, Director of Admissions, Director of Counseling, etc. Follow up to make sure that the President and Vice Presidents have the event on their calendar.
5. If there is a printed program for the ceremony, it should be submitted to the appropriate Academic Dean (and/or planning committee) one week prior to the event so that it can be proofed before being submitted to the Print Shop.
6. Attire for students should be their departmental uniform or other professional attire.
7. All full-time departmental faculty should attend unless an excused absence is approved by the Academic Dean. Part-time faculty participation is also encouraged.
8. The program may include a guest speaker whose speech should be limited to 10-15 minutes. Department personnel must submit the name of guest speaker along with a short background summary through the supervisory chain for approval prior to the speaker being asked to participate. The planning committee should review any student-produced videos for appropriate content. The length of the video is limited to 10 minutes or less.
9. Media Services should be requested for photography and video and sound system operations. All requests should be sent to the Director of Media Services several weeks in advance).
10. Ceremonies should be scheduled at times convenient for family attendance (i.e., late afternoon or evening, not during weekdays).

11. Schedule all events in advance so that rooms are reserved in advance, Housekeeping is requested/notified for room setup and clean bathrooms requiring cleaning, Security is notified, etc. The appropriate work orders must be submitted in advance. Set-up should assure that graduates are the focus of the ceremony (i.e., easily seen by the audience).