NURSING PINNING INSTRUCTIONS

Friday, May 8, 2015
Doors Open: 6:45 p.m.
Ceremony Begins: 7:30 p.m.
Duration: approx. 1 hour

Auer Performance Hall (auditorium)
Rhinehart Music Center
IPFW campus

Before May 8

• Forward family instructions and invitation to your guests. This event is not ticketed and there is no limit on guests.
• Make plans with one of your guests to hold your valuables. There is no secure location for your personal items.
• Make plans to meet with your family at a location in the lobby after the Pinning Ceremony. The area just outside the auditorium doors becomes crowded and you will have a difficult time finding each other. Use the provided lobby map to coordinate. The actual ceremony will be approximately one hour in length.
• If you or your guests require seating accommodations due to personal mobility issues, contact me (shanksk@ipfw.edu or by phone at 481-6460) no later than April 24th so appropriate arrangements can be made. I have the seating notes you submitted in the Pinning attendance survey earlier in the summer. There is limited handicapped parking in front of Rhinehart Music Center and in Parking Garage 3. The circle drive in front of Rhinehart may be used for drop-off only.

On May 8

Attire - The Pinning and Graduate Recognition Ceremony is a formal event.
• Suggested attire for men: white shirts, ties, dark trousers and dark shoes
• Suggested attire for women: dresses or skirts no longer than the academic gown, or dark dress slacks, dark shoes

Remember -
• Don’t forget your gown.
• Leave plenty of time to arrive at 6:45 p.m.

PreCeremony -
• 6:45 p.m. Undergraduates enter the Rhinehart front doors, turn right, and proceed upstairs to assemble as a group.
• 7:00 p.m. Candidates gowned and in the upper lobby (Guests may not gather with candidates in upper lobby.)
• 7:00 p.m. Class photo, upper lobby
• 7:15 p.m. Student Processional
  • Assisted by Sarah Didier, candidates assemble in alphabetical order with bachelors candidates first. Sarah distributes programs and name cards.
  • Candidates only carry their name card and program. Make sure you keep your name card.
  • At 7:30 p.m., candidates process downstairs and into APH. Sarah Didier will assist.
    • Bachelor candidates fill each row in the center section beginning with the full row closest to the stage.
      If there is a single candidate in the last row of the group, the previous row may be left partially filled so no one sits alone. See the attached diagram.
  • Candidates will remain standing until after the Invocation given by Allison R. Bratten.
  • See diagram below.
Order of Ceremony

- Invocation by Allison R. Bratten
- Welcome/remarks by Chancellor Vicky L. Carwein and Judy A. Boerger
- Faculty Address by Prof. Rachel A. Ramsey
- Pinning (specific directions below)
- Alida Cunningham Award for Psychiatric Nursing presented by Lisa Freeman (No remarks from recipient)
- Midwest Alliance for Health Education Award presented by Lee-Ellen C. Kirkhorn (No remarks from recipient)
- Student response by Lauren M. Fulk
- Faculty Response (Undergraduate-Prof. Reimer; Graduate and Department-Department-Prof. Kirkhorn)
- Benediction by Allison R. Bratten
- Recessional (specific directions follow)

Mechanics of Pinning Activity

- Candidates will be invited by the dean to the stage for pinning. Bachelors candidates will come forward first, by rows, beginning with the row closest to the stage.
  - Each row of candidates is released to the right-side aisle by a faculty member.
  - Candidates walk to the back of the seating section and proceed to the stage for Pinning.
    - Single file, candidates step forward and pass name card to Prof. Dannhausen who will read names at a pace that allows the rest of the pinning steps to happen evenly.
    - Candidates receive pin from Prof. Rockwell by the first table
    - Candidates shake hands with Chancellor, Dean, Prof. Reimer, and Judy Boerger of Parkview.
- Candidates receive a rose from Prof. Kirkhorn.
- Candidates exit the stage by proceeding through the double doors into the backstage area and follow the blue floor tape back into the auditorium.
- Candidates return to their exact seats by following the same pattern as used in the processional.
- After all candidates are pinned, there will be a round of applause for the candidates.
- The ceremony will pause until all of the candidates are back in their seats.

**Pinning Directions**

**Conclusion of Ceremony** (refer to processional/recessional diagram above)

- All stand for the Benediction. After, the audience is seated and candidates remain standing for the recessional. Prompted by faculty, candidates file out one row at a time. Wait for your row to be prompted.
- Masters candidates will return gowns and hoods to the hooding area in the front lobby in front of Rhinehart Recital Hall.
- A reception will be held in the front lobby for candidates, families, faculty and staff.
- Enjoy!

**Bottom Row = Row Closest to Stage**