**ADMISSION OF GUEST**

There are two (2) commencements scheduled for Spring 2015. For 9:00 am commencement doors will open at 8:00am. For the 6:00pm commencement, doors will open at 5:00pm. Prospective graduates are encouraged to have their family and guests arrive early for seating. There is no reserved seating, it is on a first come first served basis.

Parking will be permitted at Bragg Stadium, the Parking Garage, as well as adjacent University parking lots. Reserved disabled parking is available in the Gaither Gym parking lot only for those drivers with appropriate DMV Disability Parking Placard on their vehicle.

**BROADCAST ANNOUNCEMENTS**

Video productions are produced through the Office of Communication and are contracted out to a production company to do the following:

1. Provide a multi-camera switching setup with production crew (director, engineer, camera operators etc.) to digitally record graduation in High Definition (HD). We also send the live event to the overhead scoreboard and on video monitors throughout the teaching gym.
2. Playback any content before during and following commencement. Content includes, PowerPoint slides, commercials or promotion videos produced from other sources.
3. Provide a video and audio feed of the live event to the Office of Enterprise Information Technology (EIT) for streaming to FAMCAST. That office also receives a DVD of the edited event (editing includes cleaning up lapses in the flow of the event, adding opening/closing titles and, graphics).
4. Following the recording, many edited DVD copies to the Office of Communications as needed are provided. A digital copy of the edited event to FAMU TV20 for playback is provided. An edited "clean" (without graphics and titles) copy to any news media outlet that request it through the Office of Communication is provided.