**Directions for Graduation Ceremony**

**\*\*\*Please make sure you return all name cards to Madison ASAP. Thanks!**

1:00 - 2:30 p.m. Graduation Keynote Speaker – Dr. Tony Sinanis

2:00 - 3:30 p.m. Graduation

* Welcome by IPLI Director, Dr. Kelly Andrews
* ISU Bayh College of Education Dean, Dr. Janet Coleman - Remarks
* ISU President, Dr. Deborah Curtis – Remarks
* Susan Miles, Riley Foundation, Kids Caring & Sharing
* Directors’ Award – Dr. Andrews
* Ceremony

Dr. Andrews will provide quick directions to the group as a whole, but please take a few minutes during the day and explain the procedures to your group.

* Dr. Andrews will recognize the IPLI Leadership Team and turn it over to Dr. Donlan.
* Dr. Donlan will serve as emcee for the certificate ceremony.
* Each regional focus-cohort will be recognized as a whole by Dr. Donlan. When he announces the cohort, please stand and move to the right (facing stage) side of the stage. Please wait for your name to be called to come on stage.
	+ Dr. Donlan will recognize the mentor first. Walk to Dr. Andrews, and she will hand you your certificate and shake hands. Dr. Gruenert will then hand you your IPLI pin and shake hands. Then, shake hands with members of the Leadership Team.
	+ Mentor then moves to the other side of the stage to the photo area.
	+ Dr. Donlan will then recognize each member of the cohort (alphabetically), and Dr. Andrews will present him/her with a certificate and Dr. Gruenert with pin. Principal shakes hands with Leadership Team members.
	+ Principal then walks to the photo area for a pic with mentor.
	+ After the principal’s name is read, Ryan will read the superintendent’s name.
	+ After a principal has his/her picture taken, remain in photo area until all focus-cohort members have received their certificate. A focus-cohort picture will be taken with principals and mentor.
	+ After principals and mentors are recognized, Dr. Donlan will recognize teachers.
* After the awarding of certificates, Dr. Andrews will return to the podium and provide a few closing words.

**At the end of the program, a Cohort 7 group picture will be taken, so please make sure your principals stay for this.**

3:30 p.m. Continue graduation reception

\*\*\*Pettit & Associates Photography will remain after the ceremony in case groups want to get their pictures taken together.

\*\*\*Mentors, we would like a group picture of all mentors.