

Baldwin County Commencement Information 2024 at the Foley Event Center

Monday, May 13, 2024		
Elberta High	1:00 p.m.	Foley Event Center
Baldwin County High	7:00 p.m.	Lyle Underwood Stadium
Spanish Fort High	7:00 p.m.	Foley Event Center

Tuesday, May 14, 2024		
Baldwin Virtual School	1:00 p.m.	Foley Event Center
Robertsdale High	7:00 p.m.	J.D. Sellars Stadium
Daphne High	7:00 p.m.	Foley Event Center

Wednesday, May 15, 2024		
Fairhope High	7:00 p.m.	W.C. Majors Field
Foley High	7:00 p.m.	Foley Event Center

- I. Overview of facility and discussion of facility needs
 - a. Parking- VIP, Handicap, Graduates, Faculty and Staff
 - b. Need for Sign Language
 - c. Security- The Foley Police Department will manage traffic flow. Each school is responsible for securing an additional 5-6 police officers from the Police Department that serves their school.
 - d. Seating configuration
 - e. Stage configuration
 - f. Audio & Video configuration
 - g. Streaming
 - h. Graduate holding area, line-up, Processional & Recessional

- II. Ticketing
 - a. Tickets are determined by the number of graduates from each school and should not to exceed the maximum capacity of the building. (4,000)
 - b. Each graduating senior will receive "X" amount of tickets at graduation practice held on the campus of each school. Formula = Max number of occupants (4,000) – staff and VIP guests (100)– number of graduates (X) / number of graduates (X) = number of tickets per graduate.
 - c. Every person entering the facility must have a ticket to enter including infants. Doors will open 1 hour before the event is scheduled to begin.

- d. Each school must have at least 10 staff members assigned to take tickets at the door. The staff members should arrive 90 minutes before the event is scheduled to begin.
- e. ****Ticket takers must remain at the doors throughout the entire ceremony****
- f. Balloons, Fatheads, confetti cannons, air horns and anything that obstructs viewing are not allowed inside the building. These items will be confiscated and placed in a designated area. The Foley Event Center and the Baldwin County Public School System will not be liable for any confiscated items.

III. District Responsibilities

- a. Negotiate and contract with vendor companies for graduation.
- b. Develop schedule of graduation ceremonies.
- c. Provide guest tickets.
- d. Plan and coordinate support services not limited to security, parking, audio, visual, video, streaming, lighting, seating, staging, sign language etc.
- e. Review and approve graduation ceremony plans for each school.

IV. School Responsibilities

- a. Order diplomas and diploma covers.
- b. Plan and coordinate graduation practice. Graduation practice will NOT take place at the Foley Event Center. Graduation practice will take place on the school's campus.
- c. Plan and coordinate the commencement ceremony.
- d. Submit plans for approval to the Communications office.
- e. Provide printed programs for commencement ceremony.
- f. Assign staff and/or students to hand out programs.
- g. Assign enough staff, trained in their responsibilities, to manage the event, providing crowd control before, during and after the ceremony.
- h. Designate a time for graduates to pick-up their diploma at their base school the following day.

V. Ceremony Expectations

- a. The graduation ceremony must not exceed 1 hour and 15 minutes from the designated time to begin the ceremony.
- b. Graduates and staff will be bussed from OWA 1 hour before the ceremony is scheduled to begin.
- c. **Tossing of the Mortar boards is not allowed inside the Foley Event Center.** Following the commencement, graduates will assemble outside for the tossing of their hats.
- d. Parents and guests are encouraged to depart the Foley Event Center as soon as the event is over so that the facility can be prepared for the next graduation