

School of Human Ecology Investiture Ceremony October 8 2015

PHOTO LIST

(as of October 7, 2015)

Action Items in advance:

- Set up of platform, podium and seating (Zwicker & T3)
- Creating and placing signs for reserved seats (T3)

Event Assignments:

- Photographer: Chris Paskus, Natalie Paskus assistant
  - Point Person on Photo shots (Jackson)
  - Assistants to retrieve people for shots (Boyce,Heller, Collins)
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**Location 1** – Dean Shim’s Office (2135)

Description: This is the “green room” for the platform party, the only people in here are those who will be on the stage; people will be introducing themselves to each other, getting into their academic robes and will have a glass of champagne together

Time: 3:45 – 4:40 p.m. (give or take depending on how much time Chris needs to be set and ready for the ceremony start at 5:00 pm)

Shots: Informal, Dean Shim with her guests, definitely the provost talking to people, in the moment – these will be used as part of a post-event story, “behind the scenes”

People: Dean Soyeon Shim

Provost Sarah Mangelsdorf

Donors

Annette McDaniel – assistant dean who will help guests with their academic attire

Dr. Charles Raison – faculty honoree

Dr. Julie Poehlmann-Tynan – faculty honoree

Dr. Larissa Duncan – faculty honoree

Cynthia Burnson – graduate student speaker

Dr. Richie Davidson – platform speaker

**Location 2** – First Floor / Link public area

Description: Investiture Ceremony – formal and dignified

Time: 5:00 p.m. (platform party is seated)

Stage set-up: Platform

- Podium will be at the south most corner of the Link, facing the audience on an angle
- 13-seats to the right of the podium FACING the audience with signs on their seats designating who they are – this is the Platform Party
  - These are the people from first location

The family members of the platform party will be seated in the first 2-3 rows of the audience (facing the platform)

Shots take before event if possible:

1. Music – quartet
2. People interacting

Shots to be taken during the event

1. Entire platform group
2. Each speaker (see attached script for estimated timing)
3. Family members in the front row, listening
4. Crowd shots listening
5. KEY – after the provost remarks, Dean Shim will join Provost at the podium and invite the donors and the faculty member to stand, they will present each donor couple a medallion, the faculty member a medallion and the faculty member will in turn give the donor a gift – this will happen 3 times and will be obvious when it happens, it's the last 5 minutes of the ceremony before the champagne toast
6. KEY – at the conclusion Dean Shim will ask everyone to remain standing and wait staff will pass out champagne, then Dean Shim will ask everyone to raise a glass in celebration

Immediately following the Ceremony – photos

1. Provost, Dean, Faculty, Donors
2. Donor Families
3. Faculty Family

**Location 3 – Third Floor Concourse, 100 Women area**

Description: Reception & Dinner, remarks will be given over dessert, roughly 7:20 pm

Time: 6:00 – 7:00 pm Reception

Dean Shim gives a brief welcome at the start of dinner, then donor remarks over dessert

Set-up: Podium in west corner of the space

Dinner – (6) tables of 8

Shots:

1. Could you get a few of the room set-up? For the record only
2. Donors speaking – each donor couple
3. Faculty speaking – we will have 2, but could have Dr. Richie Davidson speak for the third who cannot be there
4. Informal interactions