

# FIDM 2018 San Francisco Graduation Fact Sheet

We hope to create a memorable ceremony for you and your guests.  
Thank you for reading this information.

## **FIDM 2018 Graduation Ceremony**

**Friday, June 15, 2018 - 11:30 AM - Herbst Theatre**

401 Van Ness Ave, San Francisco, CA 94102

Info and directions available at <http://sfwmpac.org/directions-parking>

### **Graduate Arrival Information:** Graduates arrive at 10:00 AM

Arrive at Herbst Theatre dressed in your cap and gown.

**Please be prompt - Graduates must arrive at 10:00 AM for a rehearsal and instructions.** Late arrivals will NOT be able to participate in the ceremony! **Storage is not available** so please limit belongings as you will need to keep them with you at all times. *\*Please note: Graduation requirements must be met in order to participate in graduation ceremony.*

### **Cap & Down Distribution:**

Graduates pick up caps and gowns on the San Francisco campus,

**Monday, May 21 through Thursday, May 24 or**

**Tuesday, May 29 through Friday, June 1**

11:00 AM to 12:00 PM, Room 501

### **'Drop-in' pick up is not available.**

**Beginning May 21**, please contact Lynn Pfeiffer at 415.675.5200 x1505 or [lpfeiffer@fidm.edu](mailto:lpfeiffer@fidm.edu) to arrange the following alternative pick up options:

- **Schedule a specific pick up appointment**
- **Arrange pick up by a designated person**
- **Request shipping (\$15 fee)**

Gowns are distributed by height, please know your height. Each graduate receives a cap, gown, tassel, instruction handbook, and 12 announcements. Additional announcements are available for \$15 per packet of twelve.

**Each graduate may request up to 5 guest tickets.** Seating is limited – tickets are required for each guest, including children. Additional tickets may become available after Cap & Gown distribution is completed. Please sign the 'Extra Tickets' list at distribution to be called if tickets become available.

## **Cap and Gown Enhancement:** *Have fun!!! Be creative!!!*

**Gowns may be adorned in a tasteful manner; however they must remain in “gown” form.** Graduation gowns may not be altered, deconstructed, or recycled into another garment as FIDM respects the tradition of wearing the classic gown. We encourage creative adorning of your cap. (See poster on 5<sup>th</sup> floor for inspiration!)

## **Guest Information:**

Each participating graduate will receive up to 5 guest tickets.

**Tickets are required for entry to the event.** (Tickets are distributed at Cap & Gown distribution).

**Open seating begins 30 minutes prior to the ceremony, at 11:00 AM.** Upon arrival, guests may wait in the Herbst Theatre outer lobby. The ceremony begins precisely at 11:30 pm, so encourage guests to allow plenty of time for their commute, parking and admittance to the theater.

## **Special needs seating is limited and must be reserved in advance.**

Beginning May 14, please call Lynn Pfeiffer at 415 675-5200, x 1505 to arrange special needs seating.

**Parking Information:** Herbst Theatre parking information and directions are available at <http://sfwmpac.org/directions-parking>

***Please inform your guests:*** Due to Herbst Theatre policy, ***noisemakers, balloons, confetti, streamers, etc. are not allowed.*** Do not bring any of these, or other similar items, to the event as they will not be allowed into the theater.

## **Questions?**

Please contact Lynn Pfeiffer at 415.675.5200 x1505 or [lpfeiffer@fidm.edu](mailto:lpfeiffer@fidm.edu)



## **Congratulations Class of 2017-2018!**

We work very hard to create a memorable ceremony for you, your family and friends and we appreciate your cooperation!