



Marshall B. KETCHUM UNIVERSITY

Office of the President

Dear COP Graduate,

Congratulations as you complete your final year at MBKU!

The following information pertains to your Commencement Ceremony:

DATES & TIMES

- Rehearsal – *Report to the Worship Center (refer to attached map)*
 - Thursday, May 18, 2023
 - 1:00PM
- Ceremony – *Report to the Graduate Ready Room in the Chapel (refer to attached map)*
 - Friday, May 19, 2023
 - 10:00AM
 - **Arrive by 9:00AM – DO NOT BE LATE!**

LOCATION

- Fullerton Free Church, 2801 N Brea Boulevard, Fullerton, CA 92835

REGALIA

1. Your regalia will be available for pickup from Dianna Lopez. She will contact you regarding the date, time, and location for you to collect your regalia.
2. You will receive a gown, tam, tassel, and hood:
 - a. Your gown, tam, and tassel have been purchased for you to keep.
 - b. The graduate hood is on loan and **must be returned immediately** following your Commencement Ceremony.
 - c. Your gown is made of a sustainable fabric. It is not recommended for dry cleaning or machine washing. Wrinkles can be removed by light steam.
3. Your Regalia packet has been double checked to make sure you have 1 gown, 1 hood, 1 tam, and 1 tassel. Please make sure you arrive at the venue with all 4 pieces as we will not have replacement pieces.

CEREMONIAL HOOD

1. **DO NOT IRON YOUR HOOD!** If needed, please have professionally pressed.
2. **DO NOT ALTER YOUR HOOD.** Tape and safety pins will damage the satin and velvet fabrics.
3. Hoods must be returned at the conclusion of your Ceremony on May 19th. No Exceptions. You will not receive your diploma until your Ceremonial Hood is returned. We will have a collection area set up at the venue for you to easily return your hood after you have finished taking pictures with your family.

GUESTS

1. Graduates are welcome to invite family and friends to enjoy the Ceremony.
2. The Worship Center auditorium will open at 9:00AM for guests to be seated. All guests should be in their seats by 9:45AM as the Ceremony will begin promptly at 10:00AM. The auditorium doors will close at 9:55AM and anyone arriving at or after that time will have to wait to be seated until after the Processional.

3. During the Diploma portion of the Ceremony, guests are asked to remain seated. If a guest must leave their seat, they will not be permitted to reenter the auditorium until that portion of the Ceremony is completed.
4. Guests should park in the Fullerton Free Church parking structure.
5. Please have your family and friends leave balloons, posters, or signs in their vehicles as not to block the Ceremony for photography and/or other attendees. Fullerton Free Church will not permit balloons into their auditorium.

GRADUATION ANNOUNCEMENTS AND DIPLOMA FRAMES

Graduation announcements and diploma frames are the student's responsibility. Students should not have these mailed to the University. Orders should be sent to the student's home or a family member's home.

1. For a reliable source for Graduation Announcements, you might consider Balfour CB Graduation Announcements - <https://www.cbgrad.com/>
2. Diploma Frames can be ordered through the following link:
<https://marshallbketchum.universityframes.com/>

MISCELLANEOUS

1. For the Ceremony, please wear clothing that is professional and comfortable. If slacks are preferred, please wear a dark color.
2. Pictures will be taken of each graduate with President Schornack during the Commencement Ceremony. A link to view and print photos will be sent to your University email after Commencement.
3. The Commencement Ceremony will be live streamed as well. Here is the link you may provide to family and friends who are unable to attend: ketchum.edu/commencement.

I am looking forward to your Commencement Ceremony! If you have any questions, feel free to contact me at skim@ketchum.edu or 714-449-7451.

Sincerely,

Sarah Kim
Commencement Event Lead
Project Manager & Executive Assistant to the President

Map of Fullerton Free Church

