

Sabbath, August 1, 2026, Baccalaureate Service @ PMC					
Report at 11:15 am, processional begins at 11:45 am					
	Dorothy Show	Inside Doors		Kevin Wiley	Outside Doors
	Vicki Wiley	Inside Doors		Irlacy Rodrigues	Outside Doors

Special Instructions for Marshal's Assistants for Sabbath Baccalaureate Services at PMC:

- Help graduates straighten their hoods, caps, etc.
- Do not allow them to wear a decorated cap, lei, or anything that is not part of the official regalia.
- Instruct graduates to line up in two columns outside the church doors.
- Outside doors marshal's assistants will do the following:
 - Stand at the outside doors into the church.
 - Make sure students are paired up as they enter the church lobby.
 - Make last-second hood adjustments and regalia checks as they go past you.
- Inside Doors marshal's assistants will do the following:
 - Stand at the inside doors.
 - Follow Dr. Logan's instructions for timing of beginning the processional:
 - Close the gym doors (both sets) at 11:43, then open them (both sets) at 11:45 to signal that the procession is actually ready to start (or, in case of delay, not opened until the procession actually is ready to start).
 - Dr. Logan will begin playing "Lift High the Cross", which has a sort of fanfare introduction during which the procession is **not yet** to start.
 - There is a very brief break in the music.
 - When the big trumpet sound starts "Lift High the Cross", the **procession starts**.
 - Start the first pair of graduates down the aisle at the moment indicated above.
 - Start each pair of graduates down the aisle, maintaining proper spacing (send the next pair when the previous pair has gone about 15 feet into the sanctuary).

Sunday, August 2, 2026, CAS, CHHS & CP Commencement @ ACW
(report at 7:45 am, begins at 8:30 am)

Name	Position	Location	Duties
Line Up (A) 120	Coordinator: Kevin Wiley	Floater: Danielle Owusu	
Kelly Youngberg	A1	Outside lobby entrance	Direct graduates around outside to East door for line-up
Maya Wilson	A2*	Lobby/Hallway guard	Restrict hallway only to graduates, staff, & platform party
Sam Villamizar	A3	Beijing hallway door	Help graduates find their line-up area
Lorena Bidwell	A4	Outside East door	Welcome and direct graduates to check in tables in Beijing
Vicki Wiley	A5*	Cards – A-F (Beijing Rm)	Distribute name cards; instruct; direct to line-up area
Angelina Leacock	A6*	Cards – G-N (Beijing)	Distribute name cards; instruct; direct to line-up area
Naoko Jacobson	A7*	Cards – O-Z (Beijing)	Distribute name cards; instruct; direct to line-up area
Karen Johnson-McWilliams	A8	Pole 1 (#s 1-40)	Group host: Greet graduates; line up; instruct
Don Robinson	A9	Pole 2 (#s 41-80)	Group host: Greet graduates; line up; instruct
Ysabel Rondon	A10	Pole 3 (#s 81-120)	Group host: Greet graduates; line up; instruct
Maria Paulraj	A11	Pole 4 (#s 121-160)	Group host: Greet graduates; line up; instruct
Heather Trutwein	A12	Pole 5 (#s 161-200)	Group host: Greet graduates; line up; instruct
Julia Leacock	A13	Pole 6 (#s 201-240)	Group host: Greet graduates; line up; instruct
<i>Not needed</i>	A14	Pole 7 (#s 241-280)	Group host: Greet graduates; line up; instruct
<i>Not needed</i>	A15	Pole 8 (#s 281-320)	Group host: Greet graduates; line up; instruct
Katie Lewis, Rodney Abriol	A16*	Beijing Classroom	Auditor: Stand by for questions/problems re: eligibility
Aimee Regoso	A17*	Beijing Classroom	Registrar: Know everything! 😊
Processional (B)			
Karen Johnson-McWilliams	B1	Corridor – Poles 1-3	Move first column of graduates to gym door
Don Robinson	B2	Corridor – Poles 4-6	Move second column of graduates to gym door
Danielle Owusu	B3	Corridor – Poles 7-8	Move third column of graduates to gym door
Heather Trutwein	B4	Restroom area	Ensure restroom traffic doesn't interfere with processional
Kelly Youngberg	B5*	Lobby, close to gym door	Name check by sequence number (and name), see card
Vicki Wiley	B6*	Center Aisle, back	Start processional; pacing and timing between graduates
Julia Leacock	B7	Front of gym – center	Guide left turn at front cross aisle; help maintain spacing
Angelina Leacock	B8	Front of gym – house left	Guide right turn at intermediate aisle; help maintain spacing
Maya Wilson	B9*	Front of gym – house left	Count each row [24 seats] , help marshal guide to next row
Sam Villamizar	B10	Front house right aisle end	Make sure graduates fill every seat in each row
Naoko, Katie, Rodney	B11*	Lobby or back of gym	Auditor: Stand by for latecomer eligibility
Aimee Regoso	B12*	Lobby or back of gym	Registrar: Know everything! 😊
Diploma Ceremony (C)			
Sam Villamizar	C1*	House right, end of row	Dismiss grads by row (name card sign), watch space at side
Maya Wilson	C2	House right cross aisle	Guide left turn toward outside wall (Missing card? Give blank)
Kelly Youngberg	C3*	House right wall	Name check by sequence number (and name), see card
Julia Leacock	C4	House right, before ramp	Name card check
Kevin Wiley	C5*	Stage left, top of ramp	Manage level/section cards
Danielle Owusu	C6*	Beside stage left podium	Hand name cards to reader
Vicki Wiley	C7	House left, ramp (on corner)	Direct graduates to photo point; straighten regalia; instruct
Heather Trutwein	C8	House left, by photo	Photo assist; direct back to seats
Don Robinson	C9	House left aisle	Guide graduates back to their row
Katie Lewis, Rodney Abriol	C10*	Front, house right	Auditor: stand by near front, ready for anything/direct traffic flow
Aimee Regoso	C11*	Center Stage	Registrar: Center stage, hand diplomas to graduates
Recessional (D)			
Don Robinson	D1	House left aisle	Assist Marshal in dismissing graduates by row
Maya Wilson	D2	House right cross aisle	Guide right turn at cross aisle
Kelly Youngberg	D3	Center, cross aisle	Guide left turn at center aisle
Heather Trutwein	D4	Back center	Guide right turn at back toward lobby exit door
Julia Leacock	D5	Door to lobby	Keep graduates moving through door
Sam Villamizar	D6	Lobby	Keep graduates moving through lobby to exit door
Danielle Owusu	D7	Outside front exit	Keep graduates moving toward PMC flag mall

Sunday, August 2, 2026, CEIS & SEM Commencement @ ACW
(report at 10:45 am, begins at 11:30 am)

Name	Position	Location	Duties
Line Up (A) 124 Coordinator: Kevin Wiley Floater: Maya Wilson			
Danielle Owusu	A1	Outside lobby entrance	Direct graduates around outside to East door for line-up
Don Robinson	A2*	Lobby/Hallway guard	Restrict hallway only to graduates, staff, & platform party
Sam Villamizar	A3	Beijing hallway door	Help graduates find their line-up area
Mari Bowerman	A4	Outside East door	Welcome and direct graduates to check in tables in Beijing
Vicki Wiley	A5*	Cards – A-F (Beijing Rm)	Distribute name cards; instruct; direct to line-up area
Heather Trutwein	A6*	Cards – G-N (Beijing)	Distribute name cards; instruct; direct to line-up area
Katie Lewis	A7*	Cards – O-Z (Beijing)	Distribute name cards; instruct; direct to line-up area
Wonsha Joseph-Villamizar	A8	Pole 1 (#s 1-40)	Group host: Greet graduates; line up; instruct
Rodney Abriol	A9	Pole 2 (#s 41-80)	Group host: Greet graduates; line up; instruct
Janine Carlos	A10	Pole 3 (#s 81-120)	Group host: Greet graduates; line up; instruct
Keila Diaz	A11	Pole 4 (#s 121-160)	Group host: Greet graduates; line up; instruct
Irlacy Rodrigues	A12	Pole 5 (#s 161-200)	Group host: Greet graduates; line up; instruct
Sonia Wilches	A13	Pole 6 (#s 201-240)	Group host: Greet graduates; line up; instruct
Kelly Youngberg	A14	Pole 7 (#s 241-280)	Group host: Greet graduates; line up; instruct
<i>Not needed</i>	A15	Pole 8 (#s 281-320)	Group host: Greet graduates; line up; instruct
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Vicki Wiley	B6*	Center Aisle, back	Start processional; pacing and timing between graduates
Danielle Owusu	B7	Front of gym – center	Guide left turn at front cross aisle; help maintain spacing
Mari Bowerman	B8	Front of gym – house left	Guide right turn at intermediate aisle; help maintain spacing
Maya Wilson	B9*	Front of gym – house left	Count each row [24 seats] , help marshal guide to next row
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