



HIGH SCHOOL GRADUATION GENERAL INFORMATION

PARKING

- Parking will be available in the lots surrounding the Huntsman Center with the exception of the LDS Institute lot located to the Southeast of the Huntsman Center if they have an event being held at the same time as a graduation.
- A parking map will be supplied to the high schools and school district. Please check the Huntsman Center website at www.stadium.utah.edu or the high school's website for the parking map which will show designated parking lots.
- Please do not park in lots which have been specifically prohibited from graduation parking. They will be identified by signage.

VIP PARKING

- VIP will be parking in the circle parking area located directly south of the Huntsman Center and on the north side of South Campus Drive. There are 25 spots available and each high school will provide a list of VIPs or will be provided with parking passes for those who will be allowed to park in these designated spots. The circle parking area will be controlled by a University Public Safety Officer.

ADA DROP OFF

- Guests with disabilities or problems with mobility may be dropped off near the Huntsman Center in the circle parking area located directly south of the Huntsman Center and north of South Campus Drive. This is a drop off area only.
- No ADA parking will be available in the circle parking area unless the guest is on the VIP parking list provided by the high school.
- ADA parking is available in the surrounding parking lots designated for High School Graduations. Please check websites for the parking map which will be provided by the Huntsman Center.

ADA SEATING

- Seating is available for guests with disabilities at the top of each section just off of the Concourse inside the Arena.
- Wheelchair seating is available in the cutout areas also located at the top of each section just off the Concourse level inside the Arena.
- ADA companion seating is located next to the wheelchair cutout areas.
- ADA seating is not allowed on the Floor with the exception of students who are graduating.
- Strollers are not allowed in the ADA cutout areas at the top of each section. These areas are specifically designated for wheelchairs.

PROHIBITED ITEMS

- Confetti
- Silly String
- Glitter
- Air Horns
- Balloons
- Signs
- Weapons
- Food & Drink (1 bottle of water is allowed)
- Candy leis on Floor

CONFETTI CLEAN-UP CHARGES

- If confetti or silly string is thrown or dispersed on the Floor, in the arena or outside on the grounds each school will be charged \$250.00 per occurrence with the minimum charge being \$250.00 for a single occurrence, \$500.00 for two and \$750.00 for three. The maximum charge will be \$1,000.00 for any occurrences of four or more.

BALLOONS

- Balloons are not allowed inside the Arena. It is best to leave balloons for graduates at home or in the car.
- If they are brought inside the Arena then the guest will be asked to store them in the balloon storage area which is located across from Portal 23 in the Ticket Office Lobby. An Usher will assist guests with storage.

LEIS

- Candy leis will not be allowed on the floor where the graduates will be seated. All other types of leis such as flower, grass and money leis are allowed. All candy leis will need to be left with family or friends in the stands prior to the graduation. The mess created from the candy

being ground into the carpet as well as the wrappers left behind creates additional clean-up time as well as takes away from the dignity of the ceremony. In many cases there is permanent damage to the carpet caused by candy that cannot be removed. If candy wrappers or candy are found on the floor there will be an additional \$100.00 charged to the school for cleaning.

STROLLERS

- Strollers are not allowed inside the Arena Bowl area as they block the aisles and the ADA accessible areas need to be set aside for wheelchairs and disabled guest seating.
- Strollers will need to be stored in the designated storage area which is located across from Portal 23 in the Ticket Office Lobby. An usher will assist guests with storage.

ELEVATOR POLICY

- The elevator will be available for guests with mobility issues.
- If a family has saved a seat for a family member with mobility issues within the first 10 rows of the Arena in Sections B, C, K and L, we will allow that guest and an escort to take the elevator from the Concourse to the Floor to be escorted to their seat in the stands.
- If the saved seat is not in one of those Sections or is above row 10 then the elevator will not be accessible.
- Graduating students with disabilities will be allowed to use the elevator.
- Faculty and school staff with disabilities who will be assisting with the graduations will be allowed to use the elevator.
- The elevator is located across from Portal 7.
- An Usher can assist the guest or student in calling the elevator.

FLOWERS

- Flower sales will not be allowed on the premises unless the school district approves of an exclusive vendor.
- Individual schools may not approve of flower sales, it must be approved at the district level in order to maintain fairness at all graduations in the district.
- If the school district approves a flower vendor there may only be one vendor and the district official in charge of the graduations must provide a signed legal contract of exclusive rights to the Huntsman Center Event Coordinator. The school district official must also provide a way to identify the vendor such as a wristband or a hand stamp.

- Any vendor selling flowers on site without school district permission will be asked to leave the premises by the University Police Department.

PICTURES

- Pictures are allowed anywhere inside of the Arena except the Floor area as this interferes with the graduation ceremony.
- Parents and friends will not be allowed on the Floor to take pictures nor will they be allowed to block aisles or walkways.

SOUND CHECK

- A microphone sound check will be performed exactly ½ hour prior to the start of each school's graduation ceremony.
- Any speakers, choirs, madrigals, soloists or other musical numbers who would like to test the sound on the Huntsman Center sound system must be in place ready to go at this time.
- If the ½ hour prior to time frame is missed there will be no sound check performed as it will be too close to the beginning of the ceremony.

PROGRAM

- Please provide a copy of the program for each school's graduation ceremony either via e-mail or fax at least 72 hours prior to the day of the graduation.
- This will be especially helpful to the Huntsman Center sound technicians who will need to know what to prepare for in terms of microphones and musical performances.

PROCESSIONAL & RECESSIONAL

- A formal processional of the graduates from the West Tunnel onto the Floor will be required.
- Graduates will enter the West Tunnel by walking down the sidewalk at 1815 East (West Arena Road) located down the hill west of the Huntsman Center.
- A recessional is also required to get graduates off of the Floor area and back up the West Tunnel so the Huntsman Center can prepare for the next graduation or to leave for the evening.
- The Huntsman Center can provide processional and recessional music if other arrangements have not been made.

CAP & GOWN RETURN

- Josten's will be located across from Portal 8 for the graduates to return their caps and gowns and receive their return slip.

- Once the graduates have recessed up the West Tunnel they should turn to the right and proceed to the set of steps located on the northwest corner of the Huntsman Center. From there they should enter through the doors of the Huntsman Center located at the top of the stairs. Then proceed to the right to Portal 8.

DIPLOMA DISTRIBUTION

- Diplomas will be distributed by the school's counselors to the graduates in the Lounge which is located across from Portals 2 & 3.
- Parents and friends will not be allowed in the Lounge area as it is a small space and there will only be enough room for the graduates.