



## **Marshall B. KETCHUM UNIVERSITY**

Office of Coordinator of Special Events and University Calendar

Dear COP Graduate,

Congratulations are in order as you complete your final year at MBKU.

The following information pertains to your Commencement Ceremony:

### **DATES & TIMES**

Rehearsal – (Report to Worship Center)  
Thursday, May 19, 2022  
1:00pm

Ceremony – (Report to Ready Room in Chapel)  
Friday, May 20, 2022  
10:00am  
**Arrive by 9:00am – DO NOT BE LATE!**

### **LOCATION**

First Evangelical Free Church of Fullerton (Fullerton Free Church)  
2801 N Brea Blvd  
Fullerton, CA 92835

1. Your regalia will be available for pickup on **Friday, May 6<sup>th</sup> and 7<sup>th</sup>, from 10am-3pm**, in the Low Student Union.
2. If you are not able to collect your regalia on the selected dates, I will be happy to set up another pickup date that is more convenient. Please contact me at [Kgarcia@ketchum.edu](mailto:Kgarcia@ketchum.edu).
3. You will receive a robe, tam, tassel and hood
  - a. Your Gown, Tam and Tassel have been purchased for you to keep.
  - b. Your graduate hood is on loan and must be returned immediately following your Commencement Ceremony.
  - c. Your gown is made of a sustainable fabric called GreenWeaver. It is not recommended for dry cleaning or machine washing. Wrinkles can be removed by light steam from a bathroom shower.
4. Your Regalia packet has been double checked to make sure you have 1 gown, 1 hood, 1 cap and 1 tassel. Please make sure you arrive at the venue with all 4 pieces as I 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 20<sup>th</sup>. 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 each welcome to invite 10 guests to enjoy the ceremony
2. The auditorium will open at 9:00 AM for guests to be seated. All guests should be in their seat by 9:45 AM as the ceremony will begin promptly at 10:00 AM. The auditorium doors will close at 9:55 AM and anyone arriving at or after that time will have to wait be seated until after the processional.
3. Guests should park in the church parking structure.
4. 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 parent's home.

1. For a reliable resource 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/>

## **MISC**

- For your ceremony, please wear clothing that is professional and comfortable. Men should wear dark slacks.
- Pictures will be taken of each graduate with Dr. Alexander during the commencement ceremony. Please check your university email after commencement for a link to view and print photos.

The Commencement ceremony will be streamed live. Please provide this link to family and friends who are unable to attend: [ketchum.edu/commencement](http://ketchum.edu/commencement).

I am looking forward to your Commencement Ceremony. If you have any questions, please contact me at [kgarcia@ketchum.edu](mailto:kgarcia@ketchum.edu) or 714.686.5700.

Sincerely,

Kate Garcia  
Coordinator of Special Events and University Calendar  
[kgarcia@ketchum.edu](mailto:kgarcia@ketchum.edu)



**MAP OF FIRST EVANGELICAL FREE CHURCH OF FULLERTON  
(FULLERTON FREE CHURCH)**

