



# COMMENCEMENT

Presented By:

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## Initial Planning/Logistics

Commencement is the single largest yearly event on campus. With commencement crowds varying in size from 5,000 to 7,000, it is important that our graduates and guests experience a safe and orderly process with the necessary guidance to ensure a successful event. It is imperative that logistical planning meetings with various campus departments and external agencies are in the development stages as early as the beginning of February. Logistical planning consists of traffic control, emergency response, communications with event administrators and support staff, coordination of off-site transportation, and disability services. Separate meetings with Ventura County volunteer organizations, Ventura County Transportation Commission, and Roadrunner Shuttle Services are necessary to finalize the logistics for the event.

## Day of Event

Twenty-four hours preceding the event, we place traffic message boards, event signage and special designations for the various parking lots.

On the day of commencement traffic control and mitigation is a key factor in setting the tempo for a successful event. To avoid potential delays, Public Safety staff and volunteers are constantly in communication with each other and are able to minimize congestion by periodically rerouting traffic. For emergency response purposes, sufficient staffing is maintained throughout the event to allow fast access for emergency medical personnel to the site of an incident by rerouting or stopping all traffic.

Community volunteers assist and coordinate the safe operation of the shuttles at the Metrolink station and on campus. Volunteers are essential in providing information to the guests and assisting them in entering and exiting



## Conclusion

In conclusion, as the single largest event on campus, a successful commencement ceremony begins and ends with timely, organized and safe entrancing and exiting of all graduates and guests, in which the arrival and departure times during and after the ceremony are virtually stress free.

