





## Photo and Video Release Form

I \_\_\_\_\_, grant Florida National University the right to take pictures/videos of me in connection with activities and/or events.

I agree that Florida National University may use such pictures/videos of me for any lawful purpose, including for example publicity, illustration, advertising, social media, and Web content.

By signing this form I acknowledge that I have read and understand the above. I hereby release Florida National University, its directors, officers, successors, etc. from any and all demands, claims and actions for the use of these pictures, videos, etc.

Signature \_\_\_\_\_ Last 4 digits SS # \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_



## Commencement Ceremony Protocol and Guidelines

1. Graduates must register and sign in at the Registration table.
2. Graduates cannot arrive later than 10:00 a.m.
3. Once the graduates enter the waiting room purses or personal belongings are not allowed. FNU is not liable for any misplaced or stolen items.
4. Cell phones need to be kept in silent or in vibrate.
5. Graduates wanting to take graduation pictures the day of the ceremony need to arrive at 9:00 a.m. to allow enough time. Pictures will stop being taken at 11:00 a.m. No exceptions.
6. Once the graduates are assigned to their designated seating at the waiting room, they are expected to remain seated and to not switch chairs to keep the order of the procession.
7. Riverfront South is a Waiting Area where only Graduates, Staff and Faculty are allowed. Family members have to proceed directly to the Auditorium.
8. Graduates' attire must be cocktail / business attire. No jeans, flip-flops, sport shoes (sneakers) are considered appropriate.
9. After 11:45am, entrance to the Auditorium for general public will be through the upper level only; main doors will be available for procession entrance and guests requiring seats in the ADA sitting area.
10. The ADA sitting area is exclusively reserved for Individuals with Disabilities.
11. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
12. Please assist us by not interrupting the Ceremony.

I \_\_\_\_\_ agree to the terms and conditions above.

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Date

Signature \_\_\_\_\_



## Commencement Ceremony Protocol and Guidelines

### ADA facilities

1. There is an ADA sitting area reserved for Individuals with Disabilities on the ground level of the Auditorium,
2. Available seats in the ADA area are limited; therefore, if necessary, only one additional person per guest sitting in the ADA area will be allowed. All other guests should proceed to the general public area. Anyone requiring to be seated in the ADA area should arrive no later than 11:30am.
3. Please assist us by not interrupting the Ceremony.
4. For questions in regards to this protocol or any other details related to Graduation, please contact the Office of Student Services in Hialeah Campus 305-821-3333 ext. 1040, or South Campus 305-226-9999 ext. 1372.

Thank You



## *Spring 2015 Commencement Ceremony* **Calendar**

**Ceremony will be on Sunday, April 26<sup>th</sup>, 2015 at 12:00pm**  
**At the James L. Knight International Center**  
**400 S.E. Second Av. Miami FL 33131**  
**Graduates need to arrive no later than 10:00 am**

**For students completing all Graduation requirements between**  
**October 23<sup>rd</sup> (End of Fall A 2014) and**  
**February 26<sup>th</sup> (End of Winter A 2015)**

### **Deadlines:**

- Turn in completed Cap & Gown Forms**  
**Friday, March 6<sup>th</sup>, 2015**
- Graduation Fee Payment for Graduates**  
**with outstanding balance**
- President's Luncheon Additional seats Payment**  
**Friday, March 27<sup>th</sup>, 2015**

*\*\*\*Please pay attention to these deadlines; we will make good-faith effort to contact you via email and/or by phone; however, following these procedures is responsibility of the Graduates.*

*\*\*\*To guarantee we are able to reach you, please make sure you notify our office whether any changes in your contact information may occur.*

**Graduation Rehearsal and Cap & Gowns give away**  
**Date and Location - To Be Announced**



# *Class of 2015*

Dr. Maria Cristina Regueiro  
President of Florida National University

Cordially invites you to the

## *President's Luncheon*

At the Hyatt Regency Miami

(On the lower level of the James L. Knight International Center)

400 S. E. Second Avenue

Miami, FL 33131, USA

On April 26th, 2014

At 2:30 PM

(Right after Commencement Ceremony)

*To R.S.V.P.*

Please return this form completed on or before March 6th, 2014

I will be attending the President's Luncheon. Please reserve \_\_\_\_ complimentary seats. (1 or 2)

I would also like to share this celebration with my friends and family. Please reserve \_\_\_\_\_ additional seats at \$34.00 each, for a total of \$\_\_\_\_\_.

**I understand that this reservation must be confirmed by Friday, March 6th, 2015 and any additional seats must be paid in full by Friday, March 27th, 2015.**

**Otherwise, it will not be included in the final seating for the luncheon.**

\_\_\_\_\_  
Graduate's Full Name

\_\_\_\_\_  
Signature