

## Graduation Rehearsal May 20 – Notes

First and foremost, thank you for your patience, flexibility, optimism and support. In this ever-changing environment, we appreciate the fact that our Fenwick Family is so accepting of the fact that this event has never been attempted before and will most certainly not be perfect. It was created for our students and families with joy and excitement that we are able to offer you something in this time that has taken away so much. We look forward to sharing this evening with you!

### Reminder of protocols and rules

- **Most importantly – if you or anyone in your household does not feel well, please stay home for the safety of all. If you do not feel comfortable with this, please do not feel pressured to attend.**
- **Keep in mind that this can ONLY happen if all students and family members actively abide by the Governor’s current orders for the Commonwealth. Our compliance with these guidelines for this event is what has gained us the approval to hold this event.**
- **If we are not in compliance, we will be forced to stop the ceremony**

### Standard Rules and Regulations

- Each student may have only one car
- No friends or guests outside of the student’s family may attend in any manner
- No one may exit the car at any time; this includes lining up in the parking lot beforehand. The exception is the point in time when the graduate may exit the car to receive his/her diploma
- Only the graduate may exit the car. Family may not exit to take pictures
- Everyone in the car must have a mask and be wearing it at any time that the windows are open
- There is no parking at all on Margin Street or any other part of the Fenwick Campus
- There can be no sharing or distributing of food or beverage at any time
- Please be conscious that everyone would like to see and plan your vehicle accordingly. If your vehicle is too much of an impediment to others, you may be relocated to an alternate spot

### Attire

- No decorating of caps
- Hang gown before Friday to remove wrinkles
- Make sure you have (and bring) gown, cap, tassel and NHS stole if applicable
- Gentleman should be clean shaven and in shirt, tie, dress pants and shoes (no sneakers, no flip flops, no shorts)
- Ladies in appropriate dress – footwear no sneakers, no flip flops and keep in mind that you will be walking a substantial distance, and up and down stairs)
- Gowns must be fully zipped whenever you are out of the car
- No sunglasses on stage
- Mask must be worn entire time (with exception of Gainsboro photo)
- You do not need to return gowns, caps and tassels

### Broadcast

- The ceremony will be live streamed – platform link will be shared on Friday on the Class of 2020 Webpage

- The ceremony will be recorded and published on The Fenwick YouTube Channel
- The ceremony will be broadcast on the radio – station will be shared on Friday
- The Fenwick WIFI will not be accessible for individual streaming so please plan accordingly

### Program Book

The Program Book for the evening will be available on the Fenwick 2020 webpage tomorrow. You may download and print it before the event or follow along virtually.

### Details for the Evening

#### Arriving Safely

- You will be assigned a specific time to arrive beginning at 5pm – list is published on the Fenwick 2020 website
  - You may not arrive early for your slot – we will ask you to leave and come back at your assigned time. Everyone has an assigned spot so there is no need to arrive early
  - If you arrive late your parking location may have to change
- Everyone will enter on the Salem side driveway (Treadwell's)
- Please line up to take a right into that driveway
  - If arriving from the Danvers side, you will need to turn around and line up on the Fenwick side of the street
  - You may not take a left to enter Fenwick
- You will be checked in at the top of the driveway – reminder there is only one car per student
- You will then proceed down driveway to next checkpoint where you will receive a dashboard placard and a Class of 2020 facemask
- You may then proceed to assigned parking spot – parking attendants will be there to help
  - List of assigned spots and diploma awarding groups will be included in your packet and is also be available on the Class of 2020 webpage

#### Proceeding Safely

- You will be leaving your cars in your designated letter group (7 at a time, indicated on list and directed by a staff person)
- You will walk to the “lectures” back door and enter the building there
  - With mask on, keeping 6 feet apart
- Staff will direct you through the lectures and out the courtyard door
  - With mask on standing 6 feet apart
- Staff will direct you through the courtyard to the stage
  - With mask on standing 6 feet apart
- You will line up to the left of the stage
  - With mask on standing 6 feet apart
- Reminder -- you must have your mask on the entire time
- Please sanitize your hands prior to walking up the stairs
  - Sanitizer on table will be located at each staircase
- You will walk across the stage to the table in the center
  - Pick up your diploma – it will not be handed to you
  - Pick up your sunflower – it will not be handed to you
- Exit the stage on the right
  - Please sanitize your hands when you leave the stage.
  - Proceed to the marker where you will be met by the photographer.
    - You may remove your mask for this photo only

- You must then return directly to your car – please do not visit anyone along the way
- Please be aware that everyone is trying to view your classmate currently receiving their diploma

#### **Leaving Safely**

- At the end of the ceremony you will be directed as to how to exit (rows will be announced)
- Everyone will be exiting through the Danvers exit (past the LeDuc Center)
- No one is allowed to remain on campus after the ceremony