2010
Commencement Celebration
Info Booklet
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CONGRATULATIONS!

The staff and faculty congratulate the Class of 2010!  
We wish you rich blessings on your new adventures in the Lord’s service. We are proud of you.

Keep in touch; let us know your whereabouts; remember that you can count on us for prayer support always. For news and/or prayer requests contact us at rts.orlando@rts.edu. Make sure to join the growing community of RTS graduates in our very own social network. http://alumni.rts.edu/.

This booklet has been organized in chronological order to help you navigate through the celebration. Read it carefully and keep your guests well informed of the details. If you have any questions not answered in the booklet, contact Ceci Helm at chelm@rts.edu.

CELEBRATE!

The RTS Orlando Commencement celebration begins on Thursday evening, May 20, and ends on Friday, May 21, 2010.

These are the main events:

1. President’s Reception
2. Graduation Banquet
3. Commencement Rehearsal
4. Commencement Ceremony
5. Commencement Reception

You will find the details of each event in the following pages.

ONLINE INFO BOOKLET

For your convenience, we have also posted online an e-version of this booklet. Feel free to forward it to your guests.

www.rts.edu > Campuses Near You > Orlando > Resources
President’s Reception

**WHO:** Graduates and family only  
**DATE:** Thursday, May 20, 2010  
**TIME:** 5:45p – 6:15p  
**PLACE:** RTS Fellowship Hall  
**ATTIRE:** Business coat, no tie.

During this reception, the graduating class and their families are invited to enjoy light refreshments and mingle with the RTS Orlando faculty and senior administration. Family members have a chance to meet with many of those influential people in the formation of their graduates while the graduating seniors are inducted into the RTS Alumni Association and receive a graduation gift from the president. RSVP for this reception to: Cristi Mansfield at cmansfield@rts.edu.

On this day, the RTS Bookstore will remain open until 6:00p and will join in the celebration by offering special discounts to all in honor of the Class of 2010.

Graduation Banquet

**WHO:** Open to all  
**DATE:** Thursday, May 20, 2010  
**TIME:** 6:30p – 8:30p  
**PLACE:** RTS Fellowship Hall  
**ATTIRE:** Business coat, no tie.  
**PRICE:** Free for graduates  
$12/guests of graduates  
$15/general admission

The entire RTS Community gathers to celebrate the closing of the academic year and to honor our graduating seniors. Come join in the celebration with those who supported and empowered their success here at RTS: their family and friends! This event will include the unveiling of the famous senior banner and a keynote address by Dr. Mark Futato. Don’t miss it. Seating is limited, so get your tickets early. For more information, contact Rachael Butler at rbutler@rts.edu.
DIRECTIONS TO RTS

REFORMED THEOLOGICAL SEMINARY
1231 Reformation Drive
Oviedo, FL 32765
Phone: 407.366.9493

FROM THE NORTH:
- Take I-4 to exit 101A, Florida 417.
- Take Florida 417 (toll road) to exit 41, Red Bug Lake Rd.
- Turn East (left) onto Red Bug Lake Rd. (changes to Mitchell Hammock at the intersection of SR 426) and continue to Reformation Drive.
- Turn left at Reformation Drive into the RTS parking lot.
- Park anywhere and enter the building on the Bookstore side (on the right as you face the clock tower).
- The Fellowship Hall entrance is located immediately after the Bookstore entrance.

ALTERNATE ROUTE FROM THE NORTH:
You may continue on I-4 to exit 92, SR 436. Turn East (left) onto 436 to Red Bug Lake Road. From this point, follow the same directions as above. This route takes 35 to 45 minutes from exit 92 to the seminary depending on traffic.

FROM THE SOUTH:
- Take I-4 to exit 82A East-West Expressway/408 (toll road)
- East on the 408 to Florida 417 (left interchange)
- North (toward Sanford) on 417 to Red Bug Lake Road, exit 41.
- Turn East (left) onto Red Bug Lake Rd. (changes to Mitchell Hammock at the intersection of SR 426) and continue to Reformation Drive.
- Turn left into the RTS parking lot.
- Park anywhere and enter the building on the Bookstore side (on the right as you face the clock tower)
- The Fellowship Hall entrance is located immediately after the Bookstore entrance.
Commencement Day

The rehearsal, the commencement service, and the reception take place in the same venue and on the same day. All these events are non-ticketed and free. Commencement day is a busy day for graduates. Please see the complete schedule of events on page 13 and budget your time adequately taking into consideration downtown rush-hour traffic.

Faculty arrival: 6:30p. See schedule on page 13.
Family and guests arrival: 6:30p—7:15p to be seated in the lower level of the Sanctuary. Late arrivals are seated in the balcony.

Commencement Date, Time, Location

Friday, May 21, 2010 at 7:30p

First Presbyterian Church of Orlando (www.fpco.org)
106 East Church Street
Orlando, FL 32801
Phone: 407.423.3441

Directions to FPCO

FROM THE RTS CAMPUS:
• West on Mitchell Hammock to 417/Greenway
• South on 417 to the 408 /East-West Expressway (Left exit)
• West on the 408 and exit at Rosalind Ave./Exit 11a—this will take you to South St. going West. Get in the right lane immediately.
• Right on Liberty Ave. to “Administration Center Parking Garage.” Liberty Ave. is the first street on the right. Park on the 5th or 6th level.

FROM THE NORTH:
• Take I-4 West to W. Anderson St./Exit 82B. It will take you to a one way street going East (See map on page 7).
• Left on Anderson St. to S. Magnolia Ave.
• Left on S. Magnolia Ave. to E. Jackson St.
• Right on E. Jackson St. to Liberty Ave. Do not use the E. Jackson St. parking garage entrance. There is very limited parking on this side.
• Right on Liberty Ave. to “Administration Center Parking Garage”. Park on the 5th or 6th level.
DIRECTIONS Cont…

FROM THE SOUTH:
- Take I-4 to exit 82B South Street
- Turn E (right) on South St. to S. Rosalind Ave.
- Turn N (left) on S. Rosalind Ave. to E. Jackson St. (one block away)
- Turn E (right) on E. Jackson St. to Liberty Ave. (one block away)
- Turn S (right) on Liberty Ave. Parking garage entrance.

Notice below that some streets are one way only.
**Parking**

Free parking is available in the Administration Center Parking Garage located across the SE corner of the First Presbyterian Church. Use the entrance on Liberty Ave. and park on the 5th or 6th level. The parking area with entrance on Jackson Ave. has very limited space.

Ticket validation is not necessary for anyone attending the ceremony. The garage gate will be open and no charge will be applied. See map on page 7 for garage location.

Parking in other than the designated garage will be at your own expense. Metered parking is free after 6:00p.

**Rehearsal**

**WHO:** Graduates only  
**DATE:** Friday, May 21, 2010  
**TIME:** 9:30a—11:00a  
**PLACE:** First Presbyterian Church of Orlando/Sanctuary  
**ATTIRE:** Casual

It is essential for all graduates to be present at rehearsal. Our Academic Dean will issue seat assignments and give you other specific information during this time. You will enjoy your big day a lot more if you know what is expected of you.

- Bring your parking ticket to the rehearsal and have it validated at the reception desk. Metered parking or parking in other than the designated garage is at your own expense.
- Do not bring your robe to rehearsal.
- Do not leave personal items in the Sanctuary. Seats will be cleared of any items left behind after the rehearsal. All items collected may be retrieved from the RTS Reception desk ([orlando.receptionist@rts.edu](mailto:orlando.receptionist@rts.edu)) within four weeks. After that, items will be given to charity.
REGALIA & ANNOUNCEMENTS

Upon receipt of your application for graduation, Lanny Conley, RTSO Registrar, will order your academic regalia and will let you know when to pick it up. If you are traveling from out of town to participate in the ceremony, pick up your regalia from Lanny after the rehearsal.

For more info contact Lanny at:: lconley@rts.edu.

To order Commencement announcements and invitations go to: www.signaturea.com.
Robing

There are two designated robing rooms located in Allen Hall on the FCPO premises. See map on page 7.

Faculty Robing Room: Allen Hall, B-12
Graduates Robing Room: Allen Hall, The Warehouse

RTS Ambassadors will be strategically positioned along the breezeway to give directions. Feel free to ask!

A few important pointers:
- Robes must be pressed.
- Bring your robe to the Commencement ceremony only. You will not need it at rehearsal.
- Dress as you would for church on Sunday.
- Wear dark shoes and dark slacks/pants; it looks better in the pictures.
- Do not bring valuables to the robing rooms. We don't secure these rooms.
- Return your robe to Lanny Conley (robing room) before going to the reception.

Note: Wear tassel on the left.

Photo Shoot

Wayne Lukens of Lukens Photography will be doing the group photos for the Class of 2010. Wayne will let you know the procedure during the rehearsal. Pre-arrange with Wayne if you want to have pictures taken with your family and friends after the ceremony. Wayne’s assistant will have blank order forms at rehearsal. For more information call 407.699.0151 or go to www.lukensphotography.com. Check the RTS Reception Desk for Lukens Photography brochures.

IMPORTANT: It is imperative that all graduates be on time for the group picture in the Sanctuary. See schedule on page 13.

Faculty and platform guests will have their group picture taken in front of Clayton Life Center weather permitting, or in the Yowell Chapel if it rains. See schedule on page 13.
COMMENCEMENT CEREMONY

This is a non-ticketed event. Doors will open to the public at 6:30p. Although the ceremony has a celebratory tone, bear in mind that it is also a formal occasion. Guests must dress appropriately as for Sunday church. Once the ceremony has started, all late arrivals will be seated in the balcony. Children must be under adult supervision at all times. Advise your guests to be discreet when taking pictures.

PROCESSIONAL

Immediately after the photo shoot, return to the hallway on the first floor of Allen Hall for the processional line up. The Head Ambassador will be there to help you line up in the same order your name appears in the program. Remember any special instructions given by our Academic Dean during rehearsal, particularly for graduates receiving dual degrees.

After lining up, follow the lead of the Head Ambassador and exit Allen Hall by the door closest to the Sanctuary’s side entrance. This will place you right behind the faculty line up. The procession starts promptly at 7:30p. See schedule on page 13.

An Honor Guard will process after the platform party and before faculty. He/she will guide you to your seat but his/her presence is more ceremonial than practical. You should know from the rehearsal exactly where to sit.

As you enter the Sanctuary, maintain a distance of approximately five paces between you and the person preceding you. Do not rush.

Please inform your guests beforehand that they will not be allowed to take pictures from the center aisle.
Recessional

The recessional will follow the same order as the processional. The president will lead, followed by the platform party, faculty and graduates. Exit in the same order as you processed with the only exception for those who received dual degrees and had to change seats.

As you exit, continue to the robing room to return your robes to Lanny Conley before going to the reception. If you want to have pictures taken with your family in front of the banners, do so immediately after the recessional so you can return your robe in a timely manner.

Any lost items found in the Sanctuary after the ceremony will be taken to the RTS campus. You may claim them at the Reception Desk (Orlando.receptionist@rts.edu) within four weeks. After that, the items will be given to charity.

Reception

Light refreshments will be served in the Angel Wing after the ceremony. See map on page 8. You and your guests are cordially invited to attend. If weather does not permit us to hold the reception in the Angel Wing breezeway, the reception will be moved indoors to the Lee Fellowship Hall located behind the Sanctuary. Please use the breezeway entrance.

Gentle reminders:
- Children must be under adult supervision at all times.
- The nursery closes at 10:00p
- Don’t forget to return your robe and pick up your belongings from the robing room.
<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>9:30a</td>
<td><strong>Graduates</strong>—Rehearsal in the Sanctuary</td>
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| 5:30p | **Banner Bearers**—Meet in the Narthex for rehearsal  
**RTS Ambassadors**—Take your assigned positions |
| 5:45p | **Graduates**—Meet in Robing room—Allen Hall at The Warehouse |
| 6:15p | **Graduates**—Group picture in the Sanctuary |
| 6:30p | **Faculty**—Meet in Robing room—Allen Hall # B12  
**RTS Ambassadors**—Open doors to public |
| 7:00p | **Graduates**—Line up in same order as listed in the program  
**Banner Bearers**—Line up by side entrance to the Sanctuary  
**Faculty**—Group picture in front of Clayton Life Center |
| 7:15p | **Banner Bearers**—Move up to the Narthex  
**Faculty**—Line up behind Banner Bearers |
| 7:25p | All procession participants must be lined up |
| 7:30p | Commencement ceremony begins |
| 9:00p | Refreshments served in the Angel Wing |
| 10:00p | Nursery closes |