



## 2024 HIGH SCHOOL GRADUATION GENERAL INFORMATION

### PARKING

- A parking map will be supplied to the high schools and school district. Please check the Huntsman Center website at [www.stadium.utah.edu](http://www.stadium.utah.edu) or the high school's website for the parking map which will show designated parking lots.
- Please do not park in lots which have been specifically prohibited from graduation parking. They will be identified by signage.

### VIP PARKING

- VIP will be parking in the circle parking area located directly south of the Huntsman Center and on the north side of South Campus Drive. Each high school will be provided with parking passes for those who will be allowed to park in these designated spots. The circle parking area will be controlled by a parking attendant.

### ADA DROP OFF

- Guests with disabilities or problems with mobility may be dropped off near the Huntsman Center in the circle parking area located directly south of the Huntsman Center and north of South Campus Drive. **This is a drop off area only.**
- No ADA parking will be available in the circle parking area unless the guest has been provided a VIP parking pass provided by the high school.
- ADA parking is available in the surrounding parking lots designated for High School Graduations. Please check websites for the parking map which will be provided by the Huntsman Center.

### ADA SEATING

- Seating is available for guests with disabilities at the top of each section just off of the Concourse inside the Arena.

- Wheelchair seating is available in the cutout areas also located at the top of each section just off the Concourse level inside the Arena.
- ADA companion seating is located next to the wheelchair cutout areas.
- ADA seating is not allowed on the Floor with the exception of students who are graduating.
- Strollers are not allowed in the ADA cutout areas at the top of each section. These areas are specifically designated for wheelchairs.

## **BAG SEARCHES**

- For the safety and protection of the graduates and their guests, all bags will be searched at the doors. We encourage graduates and guests to leave all bags at home. Clear bags are also suggested to expedite the search process.
- If bags contain any of the prohibited items listed below, the guests will be asked to take the item back to their car and will not be allowed into the arena until the prohibited item has been removed.

## **PROHIBITED ITEMS**

- Alcohol
- Artificial Noisemakers (including air horns)
- Confetti
- Silly String
- Glitter
- Balloons
- Fireworks
- Glass Bottles
- Signs
- Weapons
- Food & Drink (1 bottle of water is allowed)
- Strollers

## **CONFETTI CLEAN-UP CHARGES**

- If confetti or silly string is thrown or dispersed on the Floor, in the arena or outside on the grounds each school will be charged \$250.00 per occurrence with the minimum charge being \$250.00 for a single occurrence, \$500 for two and \$750.00 for three.

## **BALLOONS**

- Balloons are not allowed inside the Arena. This includes helium and non-helium balloons

- If they are brought inside the Arena then the guest will be asked to store them in the balloon storage area which is located across from Portal 23 in the Ticket Office Lobby. An Usher will assist guests with storage.

## **LEIS**

- The Jon M. Huntsman Center will be implementing a new policy regarding graduation leis. Under the new policy school district administration will determine whether or not leis are allowed to be worn during the graduation ceremony.
- If the school district administration chooses to allow leis to be worn by students and staff on the floor during the graduation ceremony they must provide written notification to Jon M. Huntsman Center event management no less than 3 days prior to the graduation date. Additionally, if leis are allowed a \$1,000 cleaning charge will be added to the school districts invoice.
- It is difficult to keep the carpets clean due to the volume of students on the floor tight turnaround with having multiple graduations per day and when there are flower petals, leaves and candy that get stepped on and ground into the carpet it becomes even more difficult. To protect the floors, we need to have a cleaning crew available between each graduation to clean the mess created. The associated fee will cover the extra staff and equipment needed to clean the carpets between each graduation ceremony. Also, the fee will be used to deep clean the carpets after the graduation ceremonies have concluded.
- If the school district administration chooses to not allow leis to be worn by students and staff on the floor during the graduation ceremony leis will continue to be allowed to remain with family and friends in the stands or concourse during the graduation and can be worn afterwards.

## **STROLLERS**

- Strollers are not allowed inside the Arena.
- Strollers will need to be stored in the designated bag storage area which is located in the Sorenson Building across from door 3.

## ELEVATOR POLICY

- Only graduating students with disabilities and faculty and school staff with disabilities who will be assisting with the graduations will be allowed to use the elevator.
- The elevator is located between Portals 6 - 7.
- An Usher can assist the student or staff in calling the elevator.

## FLOWERS

- **Flower sales will not be allowed on the premises unless the school district approves of an exclusive vendor.** Individual schools may not approve of flower sales, it must be approved at the district level in order to maintain fairness at all graduations in the district.
- If the school district approves a flower vendor there may only be one vendor and the district official in charge of the graduations must provide a signed legal contract of exclusive rights to the Huntsman Center Event Manager. The school district official must also provide a way to identify the vendor such as a wristband or a hand stamp.
- Any vendor selling flowers on site without school district permission will be asked to leave the premises by the University Police Department.

## PICTURES

- Pictures are allowed anywhere outside of the Arena, but not inside as this interferes with the graduation ceremony transitions.
- Parents and friends will not be allowed on the Floor to take pictures nor will they be allowed to block aisles or walkways during the ceremony.

## SOUND CHECK

- **A microphone sound check will be performed exactly ½ hour prior to the start of each school's graduation ceremony.**
- Any speakers, choirs, madrigals, soloists or other musical numbers who would like to test the sound on the Huntsman Center sound system must be in place ready to go at this time.
- If the ½ hour prior to time frame is missed there will be no sound check performed as it will be too close to the beginning of the ceremony.

## PROGRAM

- Please provide a copy of the program for each school's graduation ceremony at least one week prior to the day of the graduation.

- This will be especially helpful to the Huntsman Center sound technicians who will need to know what to prepare for in terms of microphones, musical performances and U-Vision show.
- **Each graduation will have exactly 90 minutes from start to finish.**

## **CAP & GOWN RETURN / DIPLOMA DISTRIBUTION**

- If the School District Administration chooses to do a Cap and Gown Return and/or a Diploma distribution a space will be provided outside of the West Tunnel of the Arena

## **SCRIPTS & RUN OF SHOW**

- Please have all scripts sent to the Event Manager for the Huntsman Center 2 weeks in advance to your graduation. This is so our closed captioner has ample time to transcribe. Any scripts that are late, will not be guaranteed to be done one time by our close captioner.
- Please send a copy of your run of show to the Event Manager for the Huntsman Center 1 week in advance to your graduation. This will allow our Tech Team to go over each element to ensure the ceremony runs smoothly.
- If your school has decided to pay to use the Videoboard for your graduation ceremonies, then all video content will be needed 1 week in advance of your graduation, along with a copy of your school's logo (logos apply to both schools using and not using the videoboard).

## **TAILGATING**

- No tailgating of any kind will be allowed on the areas surrounding the Huntsman Center. This includes the lawns surrounding the arena.

## **BANNERS**

- If your school is wanting to have any banners set up during their ceremony - that information must be communicated via email to the Huntsman Center Event Manager by 1 week in advance of a school's graduation ceremony
- Information required include:
  - Number of Banners
  - Requested location of banners
  - What is needed to secure/hold up the banners