Commencement 2013

All the information you need for all the celebrations

RTS Orlando
About This Booklet

Congratulations to the Class of 2013! The purpose of this booklet is to help you navigate through the entire two-day commencement celebration. For your convenience, it has been written keeping in mind the chronological sequence of the events. It is your responsibility to read this booklet carefully and keep your guests well informed of the details. If you have additional questions not covered here, contact Ceci Helm at chelm@rts.edu.

This booklet is also available online; feel free to forward it to your guests. To find the e-version go to: www.rts.edu/Orlando > Resources > 2013 Commencement Info Booklet or scan this QR code.

Order of Events

The RTS Orlando Commencement celebration begins on Thursday evening, May 23 and ends on Friday night, May 24, 2013.

These are the main events in the order that they are scheduled:

- Graduation Banquet
- Commencement Rehearsal
- Commencement Ceremony
- President’s Reception

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

Commencement Date, Time & Location

Friday, May 24, 2013 at 7:30p.

ST. ANDREW’S CHAPEL
5525 Wayside Drive
Sanford, FL  32771
Phone: 407.328.1139
www.saintandrewschapel.org
Nursery Reservations Advisory

Pre-registration is required for nursery services. Don’t miss the deadlines! No exceptions made. Nursery coordinators are required by law to comply with specific regulations, e.g. children/caregiver ratios, and the number of children per room. Nursery workers will not receive children without a previous reservation unless space availability permits it. Please advise your guests that these regulations are strictly enforced. Separate reservations must be made for the Graduation Banquet and for the Commencement ceremony/President’s Reception. For complete details, see pages 7, 8 and 12.

Commencement Day Advisory

The Rehearsal, the Commencement Service, and the President’s Reception take place in the same venue and on the same day. It is a very busy day. See the complete schedule for Commencement day events on page 18 and budget your time adequately, taking into consideration rush-hour traffic. Advise your out-of-town guests accordingly.

Regalia

When you apply to graduate, our Registrar, Lanny Conley, will order your academic regalia: cap, gown, and if applicable academic hood. He will let you know when to pick it up. However, if you are traveling from out of town to participate in the ceremony, please contact Lanny at lconley@rts.edu to let him know. He will bring your regalia to the rehearsal and distribute it after the rehearsal is over.

Commencement Announcements

We do not order Commencement announcements. To place orders on your own and at your expense, go to www.signaturea.com. This company is authorized to include the RTS logo in your graduation announcement.

Tickets & Reservations

The only ticketed event is the Graduation Banquet—see details on page 7 for complete information. All other events of the Commencement celebration are free. We do not issue tickets for the Commencement ceremony and there is no limit of guests per graduate. Seating is open to all. We do not reserve seats other than for graduates, faculty, and staff.
Directions to RTS Campus

REFORMED THEOLOGICAL SEMINARY
1231 Reformation Drive
Oviedo, FL 32765
Phone: 407.366.9493
www.rts.edu/Orlando

FROM THE NORTH EAST
• 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. (it changes to Mitchell Hammock at the intersection of SR 426) and continue to Reformation Drive (traffic light).
• Turn left at Reformation Drive into the RTS parking lot. You may park anywhere except the circle which will be reserved for Disabled Parking permits.

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 Rd. From this point, follow the same directions as above.

This alternate route takes 25 to 40 minutes from exit 92 to the seminary depending on traffic and is toll free.

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 (right turn) onto Red Bug Lake Road to Reformation Drive. There is a traffic light there.
• Turn left into the RTS parking lot. You may park anywhere except the circle which will be reserved for Disabled Parking permits.
Directions to RTS  continued...

The RTS community gathers at this event to honor our graduating seniors. Come and meet their families and friends who so lovingly supported and empowered them to succeed during their studies at RTS Orlando. This event includes the unveiling of the 2013 class banner and a keynote address by a special guest. Don’t miss the celebration! Nursery reservations and purchase of banquet e-tickets will only be available at www.rts.edu/Orlando/gradbanquet2013. Ticket sales and nursery reservations open April 1, 2013 and close on April 26, 2013 at 5:00p. Reservations for nursery services must be made at the same time you (Continues on page 8)
Graduation Banquet continued...

buy the e-tickets. Nursery opens at 6:15p and closes at 9:45p sharp. The nursery is located in the Conference Room on the second floor at the RTS campus. Seating for the banquet and nursery space are limited. Please, do not wait to the last minute! For more information, contact Kim Sutter at ksutter@rts.edu.

IMPORTANT NOTICE: Due to space limitations in the banquet area, this event is for adults only. It is important that you make other baby-sitting arrangements if nursery reservations were not made in a timely manner. Children without reservations will only be received if availability permits it for their age group and the ratio for caregiver and number of children permits it according to the law. Only newborn babies will be allowed in the banquet hall. We appreciate your kind cooperation in this matter.

RTSO Bookstore Celebrates

The RTS Campus Bookstore is a friendly place to browse through a good book while sipping a good cup of coffee. Visit us and see for yourself. We proudly join the celebration in honor of the Class of 2013 by keeping our doors open until 6:00p on May 23, 2013. Our Bookstore Manager, Greg Thompson, will offer the RTS Bookstore Loyal Customer Discount program to the graduates and all their guests attending the celebrations. (FYI, this discount matches or beats Amazon.com pricing!) For information, call the bookstore direct line 407.366.7056 or contact Greg Thompson at 407.366.9493 ext. 2240, or gthompson@rts.edu.
Directions to St. Andrew’s Chapel

FROM THE RTS CAMPUS:
• West on Mitchell Hammock to 417/Greenway
• North on 417 to exit 54 for Rinehart Rd.
• Turn right onto Rinehart Rd.
• Turn left onto FL 46 West/North Henderson Ln.
  Turn left onto S Henderson Ln.
• Turn right onto Wayside Dr.

FROM THE NORTH (Deltona):
• Take I-4 West to exit 101C for FL 46 toward Mt. Dora/Sanford Historic District.
• Turn right onto FL 46 West
• Turn left onto S Henderson Ln.
• Turn right onto Wayside Dr.

FROM THE SOUTH (Disney area):
• Take I-4 to exit 72 (Beachline 528)
• 528 to exit 16 (Greenway 417 N)
• 417 to exit 54 for Rinehart Rd.
• Follow same directions as above.

FROM THE SOUTH (Downtown):
• Take I-4 East to exit 101A toward Heathrow
• Turn left onto County Road 46A/H E Thomas Jr. Pkwy.
• Turn right onto S Orange Blvd.
• Turn right onto Wayside Dr.
Parking at St. Andrew’s

Parking is free. Kindly follow the directions given by the St. Andrew’s parking attendants and park only in the designated areas. Consider dropping off your guests at the front door of the Sanctuary or by the covered portico in the Fellowship Hall Building for quick access to the robing rooms and the nursery. See map on page 11.

Be aware that there is a long walk from the parking area to the chapel and that you will be parking on either grass or gravel. Remember to bring an umbrella if the weather requires it.

There is no covered walkway between the parking area and the entrance to the chapel.
Rehearsal

**WHO:** Seniors only

**DATE:** Friday, May 24, 2013

**TIME:** 9:30a—11:00a

**PLACE:** St. Andrew’s Chapel in the 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.

- Be considerate of others by arriving on time and being quiet when individual directions are being given.
- Our photographer will be present at rehearsal to explain the procedure for the class photo shoot. Please contact him directly to make personal arrangements—at your own expense—for additional photos with your family and friends.
- If you are traveling from out of town, Lanny Conley will have your robes at rehearsal. Please meet with Lanny after the rehearsal has ended. If you already have received your robe, do not bring it to rehearsal.
- After the rehearsal is over, all seats will be cleared of any items left behind. Items collected may be retrieved from the Lost & Found box at the Reception Desk on the RTS campus.

Nursery at St. Andrew’s

Available for children up to 4 years old. To make reservations, contact Jenny Horn at 407.366.9493 ext. 2268 or email her at St.Andrews.Nursery@rts.edu. Please leave Jenny a message with the name and age of each child, and include parent’s name and cell phone number. The deadline for nursery reservations for Commencement is Friday, May 17, 2013 at noon—strictly enforced.

The nursery for the Commencement ceremony is located in the Fellowship Hall Building on the St. Andrew’s campus. See map on page 11 for drop-off access closest to the nursery. There will be Ambassadors strategically positioned to direct you to the right place. The nursery will open promptly at 5:30p and close at 10:30p sharp. Please pick up your children from the nursery in a timely manner.

**IMPORTANT NOTICE:** Children without reservations will only be accepted depending on space availability. If there is no space available, for your comfort and that of those around you, please use the Cry Rooms located on either side of the Sanctuary. See map on page 11 and advisory on page 5. Your kind cooperation and understanding are much appreciated.
Robing

There are two designated robing rooms located in the Fellowship Hall Building behind the Sanctuary. For drop-off access closest to the robing rooms, make an immediate left turn as you enter the St. Andrew’s campus from Wayside Dr., and drive up to the covered portico. See map on page 11. There will be RTS Ambassadors strategically located to direct you to the right place. All the classrooms are well marked.

**FACULTY** will robe in classrooms 5 and 6. This is a single area with two entrances. You may enter through either door. See map on page 11.

**GRADUATES** will robe in classrooms 7 and 8. This is a single area with two entrances. You may enter through either door. See map on page 11.

A few important pointers:

- Press your robe at home using low heat. Directions on how to wear it are included in the robe package. Lanny Conley will also be present to assist you and answer any questions. Tip: Wear tassel on the left.

- Bring regalia to the Commencement ceremony only. You will not need it at rehearsal.

- Dress appropriately. This is a special occasion. Men wear shirt and tie. Women wear a nice dress or pant suit. All: Wear dark shoes and dark clothing if it shows below the robe. It looks better in the pictures.

- Do not leave valuables behind in the robing rooms. We don’t secure these rooms.

- Return robes to Lanny Conley at the robing room before going to the reception.

**IMPORTANT NOTICE:** Be on time. It is of primary importance that you follow the schedule on page 18 in a timely manner.
Photo Shoot

Wayne Lukens of Lukens Photography will be taking the group photos for the Class of 2013. He will let you know the location and the procedure during the rehearsal. Only a few minutes are scheduled for the photo shoot. It is important that you follow directions from our photographer and the Ambassador who will lead you to the location.

Pre-arrange directly with Wayne if you want to have additional pictures taken with your family and friends after the ceremony. The Sanctuary will be open after the ceremony for this purpose. Wayne’s assistant will have order forms to distribute during the rehearsal. For complete information, go to www.lukensphotography.com. Contact Wayne at wayne@lukensphotography.com or 407.699.0151. Check the RTS Reception Desk for order forms.

IMPORTANT NOTICE: It is imperative that you be on time for your class group picture. See schedule on page 18.

Procession

After the photo shoot, please return to the robing room where our Head Ambassador will help you line up in the proper order for the processional. You must line up in the same order as your name appears in the program. Those of you with double degrees, remember the special instructions given by our Academic Dean during rehearsal.

After lining up, follow the lead of the Head Ambassador. He will take you to the side entrance to the Narthex. This will place you right behind the faculty line-up. The procession starts promptly at 7:30p. See schedule on page 18.

The processional line-up takes up most of the space in the Narthex and late guest arrivals disrupt the flow of the procession. Please advise your guests to arrive early and
be seated by 7:15p at the latest. Guests must be seated before the procession starts. Late arrivals will not be allowed to enter the Sanctuary during the procession, and will be requested to sit in the back pews after the procession has ended.

The procession will start at 7:30p sharp in the following order:

- Banners
- Platform Party
- Honor Guard
- Faculty
- Graduates (in the order names appear in the program)

Our 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. Please remember 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.

Take your seat when the President signals you to sit down and take your cap off or put it on (men only) when the President does so.

Commencement Ceremony

**Keynote Speaker:** The Honorable William (Bill) L. Armstrong, President of Colorado Christian University and former Colorado Senator.

Although the ceremony has a celebratory tone, please bear in mind that it is also a formal occasion. Children must be under adult supervision at all times whether in the Sanctuary or in the Cry rooms. Cheering and clapping must be done with decorum.

Also, please inform your guests that pictures are not to be taken from the center aisle. Pictures must be taken discreetly.

Recession

The recessional will basically follow the same “group” order as the processional, but the graduates will not exit in the same alphabetical order as entered. When each row is dismissed by our Head Ambassador, the graduate sitting next to the aisle will lead his/her row and so on. The banners do not recess.

Order of the Recessional:

- President leads the Platform Party
- Faculty
- Graduates (D.Min, Th.M., M.Div., M.A.)
Recension continued...

As you exit the Sanctuary, continue to the robing room and return your robes to Lanny Conley before going to the President’s Reception. If you want to have pictures taken with your family in front of the banners, do so immediately after the recession so you can return your robe in a timely manner. The Sanctuary will be open for this purpose.

President’s Reception

WHO: Graduates, their families, and friends
       RTS Orlando faculty and staff
       All visitors

DATE: Friday, May 24, 2013

TIME: 9:00p, immediately after the
       Commencement service

PLACE: The Fellowship Hall at
       St. Andrew’s Chapel

ATTIRE: Business, professional

Don and Christina Sweeting invite you, your family and friends to a special reception in your honor immediately after your commencement service. Make plans to attend now. This is a great opportunity to mingle with faculty, and introduce your family to the Sweetings and others who have been influential in your formation during seminary. Enjoy live music, great hors d’oeuvres and photo opportunities. A gift from the president will be given to all graduates.

RSVP by Friday, May 17, 2013 at 12:00n to PresidentsReception@rts.edu.

The Commencement service ends at 9:00p and the nursery service closes at 10:30p. Please remember to pick up your children from the nursery in a timely manner.
**IMPORTANT NOTICE:** There is a small lake next to the reception area that could pose danger for inquisitive children. Children attending the reception must be under the supervision of an adult at all times, whether indoors or outdoors.

### Reminders

- Absolutely no food permitted in the Sanctuary.
- Return your robe to the robing room and pick up your belongings before leaving the premises.
- Children must be under the supervision of an adult at all times whether at the RTS campus or the St. Andrew’s Chapel. No exceptions.
- Any lost items found on St. Andrew’s premises will be taken to the RTS campus. You may claim them at the Reception Desk within four weeks. After that period of time, the items will be given to charity.

### Deadlines at a Glance

<table>
<thead>
<tr>
<th>Date, Time, Place</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26, 2013 by 5:00p</td>
<td>Purchase Graduation Banquet e-tickets (<em>available on April 1</em>)</td>
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<tr>
<td></td>
<td>Make nursery reservations for Graduation Banquet</td>
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<tr>
<td></td>
<td>Available online only:</td>
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<td></td>
<td><a href="http://www.rts.edu/Orlando/gradbanquet2013">www.rts.edu/Orlando/gradbanquet2013</a></td>
</tr>
<tr>
<td>May 17, 2013 by 12:00n</td>
<td>Make nursery reservations for Commencement ceremony:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:St.Andrews.Nursery@rts.edu">St.Andrews.Nursery@rts.edu</a>.</td>
</tr>
<tr>
<td></td>
<td>RSVP for President’s Reception: <a href="mailto:PresidentsReception@rts.edu">PresidentsReception@rts.edu</a></td>
</tr>
</tbody>
</table>

### Last but not Least

Year after year, the RTS Ambassadors have been faithfully serving during commencement. If you served as an Ambassador or a Banner Bearer during your time at RTS Orlando, we thank you for your devoted service. You leave us a legacy of service and commitment. It is our privilege to serve you now. Congratulations!
## Commencement Day Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>9:30a</td>
<td>Graduates—Rehearsal in the Sanctuary at St. Andrew’s.</td>
</tr>
<tr>
<td>4:45p</td>
<td>Ambassadors—Meet in the Fellowship Hall Room at St. Andrew’s for a light meal, prayer, and prep. See map on page 11.</td>
</tr>
<tr>
<td>5:30p</td>
<td>Banner Bearers—Meet in the Narthex for rehearsal. See map on page 11. Ambassadors—Take your assigned positions.</td>
</tr>
<tr>
<td>6:00p</td>
<td>Graduates—Meet in Robing Room—Classrooms 7 &amp; 8 in the Fellowship Hall Building. See map on page 11.</td>
</tr>
<tr>
<td>6:15p</td>
<td>Graduates—Class picture on the chancel steps. An Ambassador will lead you.</td>
</tr>
<tr>
<td>6:30p</td>
<td>Platform Party &amp; Faculty—Meet in Robing Room—Classrooms 5 &amp; 6 in the Fellowship Hall Building. See map on page 11. Ambassadors—Open doors to public.</td>
</tr>
<tr>
<td>7:00p</td>
<td>Platform Party &amp; Faculty—Group picture. Academic Dean will lead you to the location of the photo shoot.</td>
</tr>
<tr>
<td>7:15p</td>
<td>Graduates—Begin to line up in same order as listed in the program but stay in the Robing Room.</td>
</tr>
<tr>
<td>7:20p</td>
<td>Banner Bearers—Pick up banners and line up inside the Narthex. Platform Party &amp; Faculty—Line up behind Banner Bearers. Graduates—Line up behind Faculty inside the Narthex for the processional.</td>
</tr>
<tr>
<td>7:25p</td>
<td>All procession participants in place and at the ready.</td>
</tr>
<tr>
<td>7:30p</td>
<td>Commencement ceremony begins.</td>
</tr>
<tr>
<td>9:00p</td>
<td>President’s Reception begins in the Fellowship Hall Room. See map on page 11.</td>
</tr>
<tr>
<td>10:30p</td>
<td>Nursery closes.</td>
</tr>
</tbody>
</table>