2014 Commencement

Celebration Info Booklet

What you need to know about the 2014 RTS Orlando Commencement ceremony, the Senior Banquet, the President’s Reception, and the Senior Banquet. Do you need a nursery? Should you invite guests? What do I wear? Can I make reservations? Is there a Rehearsal? Can I bring guests? How long does it last? Where do we meet? Do I need regalia? Everything you need to know about the 2014 RTS Orlando Commencement ceremony, the Senior Banquet, the President’s Reception, and the Senior Banquet. Is there a nursery? May I invite guests? What do I wear? Can I make reservations? Is there a Rehearsal? How long is the Celebration Info Booklet?
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Congratulations!

Congratulations to the Class of 2014! Please take a few minutes to read this informational booklet; it will help you connect the ‘dots’ between all the Commencement celebration events. It is your responsibility to inform your guests of the details of the different events. If you have additional questions not covered here, you may contact Ceci Helm at chelm@rts.edu. This booklet is also available online; feel free to forward it to your family and guests. To find the e-version go to: www.rts.edu/Orlando > Resources > 2014 Commencement Celebration Info Booklet, or you may scan this QR code with your smartphone for quick access.

Commencement Date, Time & Location

The Commencement ceremony will take place on Friday, May 23, 2014 at 7:30p at:

**St. Andrew’s Chapel**
5525 Wayside Drive
Sanford, FL 32771

Phone: 407.328.1139
www.saintandrewschapel.org

Order of Events

The Commencement celebration begins on Thursday evening, May 22, and ends on Friday night, May 23, 2014. These are the main events in the order that they are scheduled:

1. President’s Reception
2. Graduation Banquet
3. Commencement Ceremony
4. Commencement Reception
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 and will not receive children without a reservation—unless space availability permits it. Please advise your guests that these regulations are strictly enforced. Separate reservations must be made for the Senior Banquet and for the Commencement ceremony. See pages 8 & 14.

Regalia & Announcements

When you apply to graduate and if you plan to participate in the Commencement ceremony, our Registrar, Lanny Conley, will order your academic regalia: cap, gown, and academic hood. These items are rented, and Lanny will let you know when to pick them up. If you are traveling from out of town to participate in the ceremony, Lanny will bring your regalia to the rehearsal and distribute it after the rehearsal is over.

RTS does not order Commencement announcements. To place orders at your expense, go to www.signaturea.com. This company is authorized to use the RTS logo in your Commencement announcement.

Tickets & Reservations

The Graduation Banquet is the only ticketed event—see details on page 8 for complete information. All other events of the Commencement celebration are free. We do not reserve seats for guests at Commencement; we only reserve seats for graduates, faculty, and staff. There is no limit of guests per graduate.
Directions to RTS Orlando

Reformed Theological Seminary
1231 Reformation Drive
Oviedo, Florida 32765
Phone: 407.366.9493
www.rts.edu/Orlando

From the Northeast

- Take I-4 to exit 101A, Florida 417.
- Take Florida 417 (toll road) to exit 41, Red Bug Lake Road.
- 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 Northeast

- 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.

Important Notice: Depending on traffic, this alternate route takes between 25 to 40 minutes from exit 92 to the seminary. This route is toll free.
Directions to RTSO continued...

**FROM THE SOUTH**

- Take I-4 to exit 82A East-West Expressway/408 (toll road).
- East on the 408 to Florida 417.
- North (toward Sanford) on 417 to Red Bug Lake Road, exit 41.
- Turn east (right) onto Red Bug Lake Road to Reformation Drive (traffic light).
- Turn left into the RTS parking lot. You may park anywhere except in the circle, which will be reserved for those with Disabled Parking permits.
President’s Reception

**WHO:** Graduates and their families  
RTS Orlando faculty and their spouses, President’s Cabinet

**DATE:** Thursday, May 22, 2014

**TIME:** 5:00-6:15p, immediately before the Graduation Banquet

**PLACE:** RTS Orlando campus/Loggia

**ATTIRE:** Business casual, no tie

Dr. & Mrs. Sweeting invite you and your family to a special reception in your honor immediately before the Graduation Banquet. Make plans to attend now. This is a great opportunity to mingle with faculty and to 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 May 14, 2014, to PresidentsReception@rts.edu.

Graduation Banquet

**WHO:** Open to all (adults only)

**DATE:** Thursday, May 22, 2014

**TIME:** 6:30p - 9:30p

**PLACE:** RTSO campus/Fellowship Hall

**ATTIRE:** Business casual, no tie

**NURSERY:** Free for children 1 - 8 yrs. old with previous reservation. Limited space!

**E-TICKETS PRICE LIST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Graduates</td>
<td>Free</td>
</tr>
<tr>
<td>Graduate’s family</td>
<td>$12/each</td>
</tr>
<tr>
<td>General Admission</td>
<td>$15/each</td>
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</table>

**DEADLINE TO BUY TICKETS:** 04.30.14
Graduation Banquet continued...

The RTS community gathers at this event to honor 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 2014 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/gradbanquet2014. Ticket sales and nursery reservations open on Tuesday, April 1, 2014, and close on Wednesday, April 30, 2014, at 5:00p. Reservations for nursery services must be made at the same time you 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 until 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 your 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 of caregiver and number of children permitted according to the current law. Only newborn babies will be allowed in the banquet hall. We kindly request your understanding and cooperation in this matter. Thank you very much!
Directions to St. Andrew’s Chapel

SAINT ANDREW’S CHAPEL
5525 Wayside Drive
Sanford, FL 32771
Phone: 407.328.1139
www.saintandrewschapel.org

FROM THE RTS CAMPUS
- Turn west (right) on Mitchell Hammock to 417/GreeneWay
- North on 417 to exit 55C toward Heathrow
- Turn right onto International Parkway
- Turn left onto Wayside Drive

FROM THE NORTH (DELTONA)
- Take I-4 West to exit 101C for FL-46 toward Mt. Dora/Sanford Historic District
- Turn right onto Hwy 46 W/FL-46 W/Rte 46
- Turn left onto International Parkway
- Take the first right onto Wayside Drive
FROM THE SOUTH (Disney area)
- Take I-4 to exit 72 (Beachline 528)
- 528 to exit 16 (GreeneWay 417 N)
- 417 to exit 55C toward Heathrow
- Turn right onto International Parkway
- Turn left onto Wayside Drive

FROM THE SOUTH (Downtown)
- Take I-4 East to exit 101C toward Heathrow
- Turn left onto Hwy 46 W/FL-46 W/Rte 46
- Turn left onto International Parkway
- Take the first right onto Wayside Drive

IMPORTANT NOTICE: Please check your GPS or Google maps for current changes due to new construction in this area. This booklet was published in early February and some changes may have occurred between then and now.
St. Andrew’s Chapel
Campus Map
Parking at St. Andrew’s Chapel

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 for quick access to the robing rooms and the nursery. See map on page 12.

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 at St. Andrew’s

**WHO:** Graduates only  
**DATE:** Friday, May 23, 2014  
**TIME:** 9:30a - 11:00a  
**PLACE:** St. Andrew’s Chapel in the Sanctuary  
**ATTIRE:** Casual

It is essential for all graduating students to be present at rehearsal. Our Academic Dean, Dr. Swain, 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.
Rehearsal at St. Andrew’s continued...

- 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 regalia at rehearsal. Please meet with Lanny after the rehearsal has ended. If you already have received your robe, do not bring it to the 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 Tatiana Putra at 321.244.3988 or email her at St.Andrews.Nursery@rts.edu. Please leave Tatiana a message with name and age of each child, name of parent(s), and parent’s cell phone number. The deadline for nursery reservations for Commencement is Friday, May 16, 2014 at noon. This deadline is strictly enforced. No exceptions made.

The nursery for the Commencement ceremony is located in the Fellowship Hall building on the St. Andrew’s Chapel campus. See map on page 12 for drop-off access closest to the nursery. There will be Ambassadors strategically positioned to direct you to the right
Nursery at St. Andrew’s continued...

place. The nursery will open promptly at 5:30p and close at 10:00p 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 12 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 Drive, and drive up to the covered portico. See map on page 12. 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 & 6. This is a single area with two entrances. You may enter through either door. See map on page 12.

GRADUATES will robe in classrooms 7 & 8. This is a single area with two entrances. You may enter through either door. See map on page 12.

A few important pointers to remember:

- 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.
- Wear tassel on the left.
Robing  continued...

- You will not need your regalia at the rehearsal. Bring it to the Commencement ceremony only.
- Dress appropriately. This is a very 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.
- Return robes to Lanny Conley at the robing room before going to the reception.
- Do not leave valuables in the robing rooms. We don’t secure these rooms.

**IMPORTANT NOTICE:** Be on time. It is of primary importance that you follow the schedule on page 22 in a timely manner.

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**Photo Shoot**

Scott Smith of Scott W. Smith Productions will be taking the group photos for the Class of 2014. 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 Scott 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. For complete information, email Scott at info@scottwsmith.com.

**IMPORTANT NOTICE:** Be on time for the group picture. See schedule on page 22.
Procession

After the photo shoot, please return to the robing room where our Head Ambassador will line up everyone in the proper order for the procession. 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.

At the right time, the Head Ambassador will lead you to the side entrance of the Narthex. This will place you right behind the faculty line-up. 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

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. Maintain a distance of approximately five paces between you and the person preceding you. Do not rush and enjoy the moment.

Sit down 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 Class of 2014 has the privilege of having Dr. Philip G. Ryken, President of Wheaton College, as their keynote speaker.

Although the ceremony has a celebratory tone, please bear in mind that it is also a formal occasion and a time to give thanks to the Lord in worship. Children must be under adult supervision at all times whether in the Sanctuary or the Cry Rooms. Cheering and clapping must be done with decorum. Please inform your guests that pictures are not to be taken from the center aisle. All photography must be done discreetly.

During the rehearsal, our Academic Dean gives instructions on a protocol you must follow. Remember his instructions—particularly, those of you who will receive dual degrees and will be seated in two different places. When Dr. Swain calls your name and you come up to the platform, remember to receive your diploma with your left hand so your right hand is free to shake hands with members of the platform party.

If you want pictures of the ‘moment’ contact Scott Smith beforehand. See page 16 for more information. If a family member is taking the picture, request that it be done discreetly. The best spot to do this is from the left side of the chancel (organ side). Graduates will be stepping up to the platform from the right and stepping down the middle aisle to return to their seats.
Recession

The recession will basically follow the same “group” order as the procession, but the graduates will not exit in the same alphabetical order as when they entered the Sanctuary. Our Honor Guard will not recess but will be in the center aisle to dismiss each row. When your row is dismissed, the graduate sitting next to the aisle will lead his/her row.

The banners do not recess; they stay in the Sanctuary for photo ops with your family and classmates or friends. The recession follows this order:

- President
- Platform party
- Faculty

**IMPORTANT NOTICE:** As you recess, please continue toward the Fellowship Hall room where the reception will take place. If you do not plan to have pictures taken in the Sanctuary, please return your robe to Lanny Conley before you go to the reception.

If you choose to have pictures 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 a few minutes after the recession for this purpose. Please do not linger as Gary Miller must pack the banners soon after the ceremony is over.
Reminders

- Robes must be pressed using low heat.
- 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.
- Absolutely no food or drink permitted in the Sanctuary.
- Robing rooms are not secured. Please do not leave valuables there.
- Return your robe to the robing room and pick up your belongings before leaving the premises.
- Any items left on St. Andrew’s premises will be taken to the RTS campus. You may claim them at the Reception Desk within four weeks after Commencement. After that period of time, the items will be donated to charity.

Deadlines at a Glance

<table>
<thead>
<tr>
<th>DATE &amp; TIME</th>
<th>REQUIRED ACTION</th>
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<tbody>
<tr>
<td>April 30, 2014 by 5:00p</td>
<td>Purchase Graduation Banquet e-tickets. Available from April 1 to April 30, 2014. Make reservations for Graduation Banquet nursery at the same time. Tickets available only at: <a href="http://www.rts.edu/Orlando/gradbanquet2014">www.rts.edu/Orlando/gradbanquet2014</a>.</td>
</tr>
<tr>
<td>May 14, 2014 by 12:00n</td>
<td>RSVP for President’s Reception at <a href="mailto:PresidentsReception@rts.edu">PresidentsReception@rts.edu</a>.</td>
</tr>
<tr>
<td>May 16, 2014 by 12:00n</td>
<td>Make nursery reservations for the Commencement ceremony by contacting Tatiana Putra at: <a href="mailto:St.Andrews.Nursery@rts.edu">St.Andrews.Nursery@rts.edu</a>.</td>
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</tbody>
</table>
Year after year, the RTS Ambassadors serve faithfully during our Commencement ceremonies. With a mission of prayer and presence, the RTS Ambassadors serve our community during all the RTS Orlando main events—particularly, during the Commencement ceremony and reception. They play an indispensable role in our community!

If you are graduating and have served as an Ambassador or Banner Bearer during your time at RTS Orlando, please accept our heartfelt thanks for your devoted service. You leave a legacy of service and commitment to those who will follow. It is a real privilege to serve you now. Congratulations!

BrightLight Bookstore Gift to Grads

We are proud to be a part of this community. To celebrate with the Class of 2014, we would like to give a $5 store credit to each graduate who stops by between graduation day and May 30, 2014.

BrightLight Books is a different kind of bookstore. Scott Huber, owner of BrightLight Books, graduated from RTS in 1998, and since then BrightLight Books has striven to provide a premier selection of theological and biblical works. In the fall of 2013 BrightLight Books opened its second location here on the RTS Orlando Campus. More than a textbook store, BrightLight has a large selection of all kinds of books, movies, and music. Students may trade-in used books, DVDs, or CDs for store credit, which can be used on anything in the store. For more information about BrightLight Books, stop by our store, located on the ground floor of the administrative wing. You can also visit our website www.brightlightbooks.com.
<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>
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<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 12.</td>
</tr>
<tr>
<td>5:30p</td>
<td>Banner Bearer—Meet in the Narthex for rehearsal. See map on page 12. Ambassadors—Take your assigned positions.</td>
</tr>
<tr>
<td>6:00p</td>
<td>Graduates—Meet in the Robing Room—Classrooms 7 &amp; 8 in the Fellowship Hall building. See map on page 12.</td>
</tr>
<tr>
<td>6:15p</td>
<td>Graduates—Class picture on the chancel steps inside the Sanctuary. 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 12. Ambassadors—Open doors to the 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>7:10p</td>
<td>Graduates—Line up in the same order as listed in the program.</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 in the Narthex. Graduates—Line up behind Faculty inside the Narthex for the procession.</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>Reception begins in the Fellowship Hall Room. See map on page 12.</td>
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<tr>
<td>10:00p</td>
<td>Nursery closes.</td>
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</tbody>
</table>
The Beginning!
Everything you need to know about the 2014 RTS Orlando Commencement ceremony, the President’s Reception, and the Senior Banquet. Do you need a nursery? Should you invite guests? What do I wear? Can I make reservations? Is there a rehearsal? Can I bring guests? How long does it last? Where do we meet? Do I need regalia?