HOW DO I GET MY NAME IN MY LOCAL PAPER?

NEWSPAPER NOTICE

Your graduation is an accomplishment of which to be proud, and you may want to have it announced in your hometown newspaper.

Experience has shown that graduation news releases are more likely to be used when they are submitted by the graduate. If you would like your graduation to be announced in your hometown newspaper, please follow these instructions for preparing and submitting your own graduation news release.

- Contact your hometown paper by phone or check its Web site to determine submission requirements for graduation announcements; these can vary considerably from paper to paper.
- Use the sample below as a guide.
- List any honors, distinctions, or memberships that you would like to be mentioned in the place suggested on the sample form.
- Feel free to include a photo of yourself. Most newspapers accept electronic submissions. Check with your hometown paper for specific technical requirements, file types, and size restrictions.
- Don’t forget to include your phone number in case your hometown paper has questions.

SAMPLE NEWS RELEASE FORM

FROM: (Your name)  
(Your phone number)  
(Date)  
(Name of your hometown) Resident Graduates from the University of Pittsburgh  
(Your name) has graduated from the University of Pittsburgh with a (specify your degree here) degree in (your major).

(Your name) is the (list one: daughter or son) of (your parent’s/parents’ name(s)), who live(s) at (your hometown address). (He or she) is a (year of your high school graduation) graduate of (name of your high school) in (location of your high school if necessary to identify it properly).

(Your name) graduated with (your honors or distinction) and was a member of (identify your memberships here).

(Your name) was among approximately 6,000 students receiving undergraduate and graduate degrees from the University of Pittsburgh’s campus in the Oakland section of Pittsburgh.

University of Pittsburgh

*The University of Pittsburgh is an affirmative action, equal opportunity institution. Published in cooperation with the Office of University Communications. 111033A-0418*
WHAT HAPPENS ON COMMENCEMENT DAY?

WHEN WILL DOORS OPEN?
• Doors to the Petersen Events Center will open to the public at 11:30 a.m.
• However, as a graduating candidate, please observe the following times:
  ALL GRADUATES are to arrive through the Lawn Level Entrance (Figure 2).
  These doors will open at 11 a.m. only for the graduating candidates.
  • Kenneth P. Dietrich School of Arts and Sciences candidates are to arrive by 11:45 a.m., and they will be directed to go to the Food Court on the
    Lawn Level.
  • All other schools are to arrive at noon, and they will be directed to the Practice Gym
    on the Event Level (Figure 3). It is imperative to follow the above directions to ensure that all candidates are in
    procession order by 1 p.m.

WHAT HAPPENS ONCE I ARRIVE?
• Graduates are to arrive with their regalia and academic hood.
• Check in at the registration desk in your assigned area to receive your name card and
  lanyard designating your request not to have your name announced.
  • If you have chosen not to have your name announced, you will still receive a card and
    lanyard designating your request not to have your name announced.

WHERE DO MY FAMILY AND GUESTS GO?
• All family members and guests enter the Petersen Events Center through either the
  Lobby Level Entrance (Figure 1) or Concourse A (Figure 4).
  • No tickets will be required for entrance. Open seating is available.

WHAT HAPPENS DURING THE CEREMONY?
• The ceremony will begin at 1 p.m. with a procession of graduates, faculty, and the
  platform party.
• As each school is announced, you will be led to the stage by a marshal.
• Volunteers will collect your card prior to your ascending the stage. Announcers will
  read your name and you will be congratulated on the stage by your dean.
• IMPORTANT NOTE: Please refrain from bringing bags, backpacks, or
  purses with you to the ceremony as you might not return to the same seat after
  descending from the stage.

WHERE SHOULD I PARK?
• University of Pittsburgh parking lots will be open beginning at 8 a.m. and will
  be free for graduates and their guests. These lots are highlighted in dark blue on the
  campus map to the left.
• Accessible shuttles will be running from the parking lots and guest hotels
  Hilton Garden Inn (McKee Place), Hampton Inn (Boulevard of the Allies),
  Quality Inn (Boulevard of the Allies), Wyndham Pittsburgh University Center
  (Lynton Avenue), and Residence Inn (Forbes Avenue) to the Petersen Events Center.
  Shuttle service will begin at 10:30 a.m. and will continue running until one hour after
  the ceremony.

ANYTHING ELSE?
• Choose a meeting location with your guests before they take their seats.
• Alcoholic beverages and items that can interfere with the ceremony (beach balls,
  bullhorns, etc.) are not permitted in the Petersen Events Center and will be confiscated.
• There will be thousands of people entering and walking through the Petersen Events
  Center. Latecomers will not be permitted to walk with their school or college during
  the processional, and they will be seated in the general overflow student section.
• The information contained in this brochure also can be found online at
  commencement.pitt.edu.
• There will be a reception for all graduates and their guests immediately following
  the ceremony on the Concourse Level.

PCNTR: John M. and Gertrude E. Petersen Events Center
University parking lots are in dark blue.

WHAT ACCOMMODATIONS HAVE BEEN MADE FOR INDIVIDUALS WITH DISABILITIES?
• The Lobby Level and Concourse Level entrances are accessible for individuals with disabilities.
  The most accessible entrance to the Petersen Events Center for family and guests is the Lobby Level Entrance.
• The Petersen Events Center offers seating for graduates with disabilities behind sections L213, L214, L215, L216, L220, L221, and L222. These seats can be accessed by taking the elevators to the
  Concourse Level (Figure 4). Additional seating for individuals with disabilities is behind sections 101, 102, 103, 104, 124, 125, and 126. These seats can be accessed by taking the elevators to Club Rear.
• Section 120 of the Petersen Events Center will be reserved for those family members and guests
  of graduates who are hearing impaired and will be staffed by a sign language interpreter.
• If a graduate requires special accommodations due to a disability, he/she should contact the Office of Special Events at 412-624-7100. Arrangements will be handled individually.

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• The ceremony will begin at 1 p.m. with a procession of graduates, faculty, and the
  platform party.
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