

Commencement program copies and awards

Program copies

In order to provide an adequate number of copies of the commencement program, five times the number of graduates is ordered. These will be delivered to Bramlage Coliseum or McCain Auditorium to be distributed to the graduates and their families. *The supply you order will be in boxes labeled with the name of your college.*

If you would like additional copies for your office use before the ceremony, please indicate this below.

These additional copies may be picked up at K-State Printing Services, K-State Student Union, on the Thursday before the commencement ceremonies (except for the College of Technology and Aviation).

Number of graduates for your college _____

Number you would like to set aside for pickup _____

Awards

To anticipate the space needed for your college's copy, please indicate the awards your college is granting at your ceremony, and indicate whether biographies or pictures will be submitted. Remember that if you have more than one award and plan to submit pictures, pictures must be submitted for all your awardees or none.

Please submit two copies of your award biographies so that one copy can be sent to Media Relations.

Award	No. of recipients	Bio(s)	Picture(s)
_____		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
_____		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Contact person

To ensure that the production process runs smoothly, please designate one person to provide all commencement program copy for your college, which includes your ceremony listing, award biographies and pictures, and the list of graduates. All questions about copy will be directed to that person, and questions or changes from your college should also be directed through that person.

College of _____

Contact person _____ Phone _____

Person completing form _____ Date _____

Due date

Please return this form—along with a hard copy of your manuscript and a disk (if you have not sent it by e-mail)—by the date listed on the website.