



2023 High School Graduation General Information

PROGRAM

- A program must be provided for each schools' graduation no later than 7 days prior to the event date.
- Without a submitted program, the Jon M. Huntsman Center does not guarantee the ability to have all production needs prepared for the event date. This information is essential for our production team and sound technicians.

SCRIPTS & RUN OF SHOW

- All scripts must be sent to Jon M. Huntsman Center event management no later than 14 days prior to the event date. Any scripts received after this time are not guaranteed to be available for closed captioning.
- The run of show must be sent to Jon M. Huntsman Center event management no later than 7 days prior to the event date. Run of shows received after this time are not guaranteed to have all necessary elements available from our production or technical teams.
- For any schools that have elected to use the videoboard, all content must be received no later than 7 days prior to the event date along with a copy of the school's logo. Logos apply to both schools using and not using the videoboard. Any content for the videoboard received after this time is not guaranteed to be displayed during the graduation ceremony.

SOUND CHECK

- A microphone sound check will be completed 30 minutes prior to the start of each graduation ceremony. If this timeframe is missed, there will not be a soundcheck prior to the beginning of the ceremony.
- Any speakers, choirs, madrigals, soloists, or other musical performances who would like a sound check must be present at this time.

CAP & GOWN RETURN / DIPLOMA DISTRIBUTION

- If the school district administration chooses to do a cap & gown return and/or a diploma distribution, a space will be provided by the West Tunnel.

PARKING

- A parking map showing designated lots will be supplied to the school district to distribute to schools. Please check the high school's websites or the Jon M. Huntsman Center website at www.stadium.utah.edu
- Please do not park in lots that have been specifically prohibited from graduation parking. These lots will be identified by signage.

TAILGATING

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

VIP PARKING

- VIP Parking will be in the half-circle parking lot located directly south of the Huntsman Center and on the north side of South Campus Drive.
- Each school will be provided with parking passes for those who will be allowed to access these designated spots. This lot will be controlled by a university parking attendant.

ADA DROP OFF

- Guests with disabilities or mobility issues may be dropped off near the Huntsman Center in the half-circle parking lot located directly south of the Huntsman Center and on the north side of South Campus Drive. **This is a drop off area only.**
- ADA parking is available in the surrounding lots designated for graduations. Please check school websites for the parking map.

ADA SEATING

- ADA and wheelchair seating is available at the top of each section within the bowl of the arena.
- ADA companion seating is located next to the wheelchair cutout areas.
- ADA seating is not allowed on the Floor except for students or staff participating in the present graduation ceremony.

ELEVATOR POLICY

- Only graduating students, faculty, and staff with mobility issues who are participating in the current graduation ceremony will be allowed to use the elevators.
- The elevator is located between Portals 6 and 7. Guest services staff will be available to assist with those needing elevator access.

BAG POLICY & SECURITY SCREENINGS

- For the safety of staff, graduates and their guests, there will be a no bag policy for all graduations. Exceptions to this policy are medical or diaper bags. A child must be present for all diaper bags. Medical and diaper bags will be subject to screening.
- Bag Storage will be available at the Sorenson Building across from Door 3.
- All attendees will be required to be screened by a magnetometer. Guests can be screened by wand for any medical concerns.
- Guests who do not agree to participate in a security screening will not be allowed into the facility.

PROHIBITED ITEMS

- Alcohol
- Artificial Noisemakers (including air horns)
- Confetti
- Silly String
- Glitter
- Balloons
- Fireworks
- Glass Bottles
- Signs
- Weapons
- Food & Drink (one sealed disposable or empty reusable water bottle per guest is permitted)

CONFETTI & SILLY STRING CLEAN-UP CHARGES

- For any instance of confetti or silly string being dispersed on the Floor, within the arena, or anyone on the grounds surrounding the venue, each school will be charged \$250.00 per instance.

STROLLERS

- Stollers are not permitted inside of the Arena Bowl as they block the aisles and ADA areas.
- Any strollers brought inside the facility must be stored in the designated storage area, which is in the Ticket Office Lobby across from Portal 23.

BALLOONS

- Balloons of any kind are not permitted within the arena. This includes both helium and non-helium balloons.
- Any balloons brought inside the facility must be stored in the designated storage area, which is in the Ticket Office Lobby across from Portal 23. Guest services staff will be available to assist guests with storing their balloons.

LEIS

- The Jon M. Huntsman Center will maintain its existing policy regarding graduation leis. School district administration will determine if 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 ceremonies, they must provide written notice to Jon M. Huntsman Center event management no less than 3 days prior to the event date. Additionally, if leis are allowed there will be a \$1,000 cleaning charge added to the schools' invoice.
- It is difficult to maintain the carpets due to the volume of graduates and staff on the floor as well as the number of graduations per day. The addition of debris (flower petals, leaves, candy, etc.) increases the difficulty. To protect the floors, a cleaning crew remains onsite to maintain the floors between each graduation ceremony. The associated fee will cover the extra staff and equipment needed. The fee will also be used to deep clean the carpets after their ceremonies have concluded.
- If the school district administration chooses to not allow leis to be worn by students and staff on the Floor during ceremonies, leis will continue to be allowed to remain with the graduates' guests in the stands or on the concourse and can be worn after leaving the Floor.

FLOWERS

- Flower sales will not be allowed on the premises unless the school district approves an exclusive vendor. Individual schools may not approve of flower sales.
- If the school district approves a flower vendor, there may only be one vendor for the district and the district official in charge of graduations must provide a signed legal contract of exclusive rights to Jon M. Huntsman Center event management no later than 7 days prior to the event date. The district must also provide a way to identify the vendor, such as a wristband or handstamp.
- Any vendor selling flowers onsite without the identifying item from the district will be asked to leave the premises by University Police.

BANNERS

- If a school or district would like to have any banners displayed during their ceremony, that information must be communicated in writing to Jon M. Huntsman Center event management no less than 7 days prior to the event date.
- Required information includes:
 - Number of Banners
 - Requested Location of Banners
 - What is Needed to Secure the Banners

PICTURES

- Pictures are permitted anywhere outside of the facility, but not within the venue.
- Guests of graduates will not be allowed on the Floor to take photos, nor will they be allowed to block aisles or walkways during ceremonies.