

# Catalog Calling Procedure

## General Instructions for Catalog Calling

### Prompter Use

The catalog will be called directly from a prompter mounted on the speaker's podium.

Slide control options:

- The person calling the names can control the slides using a remote,
- Or the slides can be controlled by the technical assistant.

### Purpose of the Prompter:

To ensure perfect synchronization between the moment the graduate's name is spoken and the projection of their photo on the LED screen.

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## Stage Timing and Flow

- Each graduate must have at least 6 seconds alone on stage.
  - The next name will not be called until the previous graduate has taken at least 3 steps after receiving the certificate.
  - Immediately after receiving the certificate, the graduate will move their tassel to the left side of the cap.
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## Certificates & Roses

Before each specialization, the Aniversez team will place the certificates and roses on the table next to the podium.

### Attention:

- A student might be listed in the catalog but may not attend the ceremony without notifying the team.
  - There's a risk of handing their certificate to the next student in line by mistake.
- Due to heat and the adhesive of the velvet covers, certificates may stick together.
  - A graduate could accidentally receive two certificates.

### **Important:**

Each graduate must check the name on the certificate they receive.

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### **Graduate Stage Route**

#### **Step 1:**

Enter the stage from the left side (as seen from the audience).

#### **Step 2:**

Exit the stage from the right side (as seen from the audience).


#### **Step 3 – Photo Zone 1:**

Immediately after exiting the stage, stop at Photo Zone 1, marked with a red circle on the floor near the stage.

 Take a full graduate photo holding the certificate in one hand and the rose in the other.

#### **Step 4 – Photo Zone 2:**

Proceed to Photo Zone 2, marked with a red circle and the red Spider Pop-Up backdrop.

 Take a photo with only the certificate (leave the rose with an Aniversez staff member).

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### **Final Rules**

- After the Photo Zone 2 shot, each graduate must return to their seat immediately, no exceptions.
- Even though there are two photographers in Zone 2, each graduate will go to just one, as guided by the Aniversez team.

#### **Photo Zone 1 Example**



#### **Photo Zone 2 Example**

