

PRECISION TIMELINE

8th Grade Promotion & Class of 2023 Commencement
June 3, 2023 - 11am to 6pm

VENUE: BLOC15 Event Venue Space | 252 - 2nd Street | Oakland, CA 94607

TIME (Duration)	ACTIVITY/EVENT	PARTICIPANTS
08:30 AM (1.5hr)	<p>Load In:</p> <ul style="list-style-type: none"> Chairs (Event Magic) Staging (Everything Audio Visual) Sound (Mick Terrizzi) Decorations (Next Level Designs) <p>MOD (Manager on Duty)- ensuring everyone is managing their tasks, no gaps, and runner as needed. - Noel</p> <p>Audio team (Jordan, Jonathan, Mick, and Ernesto)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet at LS and load all equipment to Ernesto and Mick's cars <ul style="list-style-type: none"> <input type="checkbox"/> Audio equipment <input type="checkbox"/> Spotlights <input type="checkbox"/> Unload and set up all equipment at Bloc15 <p>**Admin/Operation & Support Staff: Arrive by 8:30AM</p> <p>Prep venue:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Managing Vendors set-up according to floor diagram- (floor plan, list of vendors and contacts)- Romero <input type="checkbox"/> Set-up green room for staff (drinks, snacks)- Ornelas/ Fay <input type="checkbox"/> Step and repeat (step and repeat & red carpet)- Mike <input type="checkbox"/> Set up staff/ digitaries placecards- Ornelas/ Fay <input type="checkbox"/> Set-up welcome table (table, table cloth, programs, check-in sheet, pens/highlighter, stamps)- Herrera/ Sanchez <input type="checkbox"/> Set of stage (certificates/diploma covers, awards, table cloth, table)- Mike 	<p>Event Managers:</p> <ul style="list-style-type: none"> Charlie Noel (MOD) Mike Calhoun Ernesto Diaz <p>Admin/Operations & Support Staff**</p> <ul style="list-style-type: none"> Bonita Herrera (MOD) Jasmine Sanchez Rodolfo Ornelas Jonathan Cervantes Mick Terrizzi Fran Fay Jordan Jabson Daisy Romero
10:00 AM (30min)	<ul style="list-style-type: none"> <input type="checkbox"/> Organize Student Ambassadors- Mike <input type="checkbox"/> Sound Check- Mick <p>8th Graders Arrive for Rehearsal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advisors arrive no later than 10AM <input type="checkbox"/> Advisors greet and assemble their advisories in the upper loft <input type="checkbox"/> 10:05 AM line up advisees in alphabetical order- Advisors/ Jordan <input type="checkbox"/> 	<p>Rehearsal Coordinator:</p> <ul style="list-style-type: none"> Ernesto Diaz (MOD) Sarah Blair Grace Gecewicz Aislinn Klein Tiara Patterson Michael Trueman

	<input type="checkbox"/> 10:10AM Run through- Diaz/ Herrera <input type="checkbox"/> 10:25AM reset students to loft area- Advisors/ Jordan	
10:30 AM (30min)	DOORS OPEN TO PUBLIC <input type="checkbox"/> Check in guests- Sanchez/ Herrera <input type="checkbox"/> Direct staff to staff seating area- Romero/ Noel <input type="checkbox"/> Monitoring and seating- Cervantes/ Ornelas (ensure no gaps between seats) <input type="checkbox"/> Blocking non guest areas- Fay (student ambassadors support) <input type="checkbox"/> 8th grade students remain in loft area- Advisors <input type="checkbox"/> Light music playing- Mick	Operations Staff and ushers <ul style="list-style-type: none"> • Bonita Herrera (MOD) • Jonathan Cervantes (floor w/ ushers) • Jasmine Sanchez (ticketing) • Jordan Jabson (loft, supporting advisors)
10:55 AM (5min) *Romero clocks out	Stage Call for Program Participants <input type="checkbox"/> Assemble 8th graders in the upper loft in processional order- Advisors/ Jordan <input type="checkbox"/> Stage- Diaz	Advisors: <ul style="list-style-type: none"> • Sarah Blair • Grace Gecewicz • Aislinn Klein • Tiara Patterson • Michael Trueman
11:00 AM (10 min)	Processional <ul style="list-style-type: none"> • 8th Graders • Advisors Sound (Terrizzi) <ul style="list-style-type: none"> • Pomp & Circumstance 	8th Graders Advisors: <ul style="list-style-type: none"> • Sarah Blair • Grace Gecewicz • Aislinn Klein • Tiara Patterson • Michael Trueman
11:10 AM (2 min)	Opening Remarks	Ernesto Diaz Lower School Dean of Students
11:12 AM (3 min)	Principal's Address	Mick Terrizzi Lower School Principal
11:15 AM (2 min)	Student Poem	Kendall Richardson
11:17 AM (3 min)	Faculty Charge	Jack Pancak
11:20 AM (60 min)	Presentation of Promotion Certificates	8th Graders Advisors: <ul style="list-style-type: none"> • Sarah Blair • Grace Gecewicz • Aislinn Klein • Tiara Patterson • Michael Trueman Administrators <ul style="list-style-type: none"> • Mick Terrizzi

		<ul style="list-style-type: none"> Ernesto Diaz
12:20 PM (2 min)	Upper School Welcome	<p>Francesca Fay Dean of Academics Upper School</p> <p>Mike Calhoun Dean of Culture Upper School</p>
12:22 PM (2 min)	Closing Remarks	<p>Ernesto Diaz Lower School Dean of Students</p>
12:24 PM (5 min)	Recessional Song TBD	<p>8th Graders</p> <p>Advisors:</p> <ul style="list-style-type: none"> Sarah Blair Grace Gecewicz Aislinn Klein Tiara Patterson Michael Trueman
12:45 PM (10 min) *Marley/ Romero clock in *Cervantes/ Jabson clock out	Clear Venue Clear out families <input type="checkbox"/> Direct families towards the exit- ALL	Administration & Operations Staff
12:55 PM (30 min)	Facility Refresh <input type="checkbox"/> Pick up trash and debris- ALL <input type="checkbox"/> Straighten out chairs- ALL <input type="checkbox"/> Switch out stage materials- Mike, Marley <input type="checkbox"/> Switch out check-in materials (sign in sheet, program, etc)-Sanchez/ Herrera/ Romero <input type="checkbox"/> Set-up green room for lunch- Ornelas/ Fay	Administration & Operations Staff
01:25 PM (05 min)	LUNCH BREAK <input type="checkbox"/> Day prior- Order Lunch- Herrera **Student ambassadors eat first	Administration, Operations & Student Ushers
02:30 PM (30 min)	12th Graders arrive for check-in and pre-ceremony prep: <input type="checkbox"/> Apply tassels- Advisors/ Ornelas/ Morton <input type="checkbox"/> Apply cords- Advisors/ Ornelas/ Morton <input type="checkbox"/> Apply stoles- Advisors/ Ornelas/ Morton	<p>Advisors & Counselor:</p> <ul style="list-style-type: none"> Judith Borcelis Megan Cook Jose Reynaga Jamia Morton
03:00 PM (60 min)	DOORS OPEN TO PUBLIC <input type="checkbox"/> Check in guests- Sanchez/ Herrera <input type="checkbox"/> Direct staff to staff seating area- Romero/ Noel <input type="checkbox"/> Monitoring and seating- Marley/ Fay (ensure no gaps between seats)	<p>Operations Staff & Ushers:</p> <ul style="list-style-type: none"> Bonita Herrera (MOD) Daisy Romero Jasmine Sanchez Jonathan Cervantes (floor w/ushers)

	<input type="checkbox"/> Blocking non guest areas- Fay (student ambassadors support) <input type="checkbox"/> Seniors remain in loft area- Advisors/ Morton/ Ornelas <input type="checkbox"/> Light music playing- Mick	
03:55 PM (5 min)	Stage Call for Program Participants: <input type="checkbox"/> Assemble seniors in the upper loft in processional order- Advisors/ Ornelas/ Morton <input type="checkbox"/> Stage- Mike	Advisors: <ul style="list-style-type: none"> ● Judith Borcelis ● Megan Cook ● Jose Reynaga
04:00 PM (15 min)	Processional <ul style="list-style-type: none"> ● 12th Graders ● Advisors Sound (Terrizzi) <ul style="list-style-type: none"> ● Pomp & Circumstance 	12th Graders Advisors: <ul style="list-style-type: none"> ● Judith Borcelis ● Megan Cook ● Jose Reynaga
04:15 PM (2 min)	Opening Remarks	Maddox Wong Student Board Chair Devin Barnett Student Board Vice Chair
04:17 PM (2 min)	Student Welcome	Hannah Gonzales Class of 2023 Salutatorian
04:19 PM (3 min)	Board & Founder's Welcome	Rochelle Benning Co-Founder and Board Chair East Bay Innovation Academy
04:22 PM (4 min)	Student Performance Song: Daydreaming by Avaya	Jaquelin Anaya
04:26 PM (3 min)	Principal's Address	Rodolfo Ornelas Upper School Principal
04:29 PM (20 min)	Student Awards	Presenters: <ul style="list-style-type: none"> ● Mike Calhoun ● Megan Cook ● Jamia Morton ● Rodolfo Ornelas
04:49 PM (6 min)	Student Commencement Speakers	Jack Jacobson Taylor Davis
04:55 PM (3 min)	Valedictorian Address	Daniel Matsushita Class of 2023 Valedictorian
04:58 PM (3 min)	Faculty Charge	Casey McAlduff Former EBIA Teacher
05:01 PM (45 min)	Conferring of Diplomas	Advisors: <ul style="list-style-type: none"> ● Judith Borcelis ● Megan Cook

		<ul style="list-style-type: none"> • Jose Reynaga <p>Administrators</p> <ul style="list-style-type: none"> • Rodolfo Ornelas • Mike Calhoun
05:46 PM (2 min)	Closing Remarks	Mike Calhoun Upper School Dean of Students
05:48 PM (5 min)	Recessional Song: TBD	12th Grade Graduates Advisors: <ul style="list-style-type: none"> • Judith Borcelis • Megan Cook • Jose Reynaga
06:00 PM (15 min)	Facility Clean Up MOD- Romero (ensure vendors arrive for breakdown) <ul style="list-style-type: none"> <input type="checkbox"/> Pick up trash and debris- ALL <input type="checkbox"/> Fold chairs and lay flat- ALL <input type="checkbox"/> Break down stage assemble- Fay <input type="checkbox"/> Step and Repeat- Mike/ Marley <input type="checkbox"/> Check-in area breakdown- Herrera/ Sanchez <input type="checkbox"/> Green room clean up- Ornelas/ Morton <input type="checkbox"/> Audio breakdown and transport to lower school- Noel/ Diaz/ Marley/ Terrizzi **spotlights as well! 	Operations & Administration
06:30 PM (60 min)	Load Out	Various Vendors

Production Meetings-Thursday, May 25th Deans will review this document with teams.

Lower School Team:

- 8th grade Advisors
- Jabson
- Cervantes
- Terrizzi
- Diaz

Upper School Team:

- 12th grade Advisors
- Marley
- Romero
- Ornelas
- Morton
- Mike