

# 國立中央大學 113 學年度全校畢業典禮預演計畫

畢業典禮預演：(全體工作人員+撥穗代表)

◎目的：為有效推動畢業典禮順利進行及掌控流程，故邀請畢業生代表提前一天熟悉行進動線及流程彩排，俾活動圓滿成功。

※工作人員請於中午 12：00 於大禮堂舞台區集合；

撥穗代表請於 12：30-13:00 前到達。

(一) 日期：114 年 5 月 23 日 (星期五) 13：00 開始預演。

(二) 地點：大禮堂。

(三) 主持人：學務長。

(四) 參加人員：

1. 司儀、畢業典禮服務隊同學。
2. 畢業生撥穗代表(預計 3 點前結束)。
3. 金質獎受獎人員。
4. 校長。
5. 畢業生致詞代表(行謝師禮獻花)。
6. 生輔組同仁，負責畢業生撥穗代表點名及指引上台。
7. 藝文工作隊請於中午 12 點前完成音響設備架設。
8. 小中大電視台請於中午 12 點前完成線上直播測試。

(五) 總務處資產管理組負責大禮堂之燈光、投影機、音響及廁所環境清潔。

# The **rehearsal program** of 2025 National Central University Graduation Ceremony

Graduation ceremony **rehearsal**:( Staff & Representatives of Graduates)

◎Purpose: In order to effectively promote the smooth progress of the graduation ceremony and control the process, graduates are invited to familiarize the marching route and process rehearsal one day in advance to ensure a complete success of the event.

※All staff members are requested to gather at the stage area of the auditorium at 12:00 noon;

The representatives of graduates are requested to arrive before 12:30-13:00.

**1. Date: The rehearsal will begin at 13:00 on 23th May 2025 (Friday).**

**2. Place : The auditorium.**

3. Host : Vice President of Student Affairs

4. Participants:

- (1) MC and the graduation ceremony service team.
  - (2) Representatives of Graduates(It is expected to be completed before 15 :00)
  - (3) Gold Award Recipients
  - (4) President of NCU.
  - (5) Valedictorian
  - (6) The Student Services Division will be responsible for calling out the names of the representatives and guiding them to the stage.
  - (7) NCU ART is requested to complete the setup of the sound equipment before 12:00pm.
  - (8) NCU TV is requested to complete the online broadcast test before 12:00pm.
5. The property management division responsible for ensuring that the lighting, projectors, sound control equipment, and restroom cleaning in the auditorium are ready for use.