Date: May, 2004
To: Class of 2004
From: Roger Greene, Director, Public Relations and Marketing
Subject: Commencement, Wednesday, June 2, 2004

Reception Breakfast Collation
for Graduates and their families, Trustees, Honored Guests, Faculty and Administrative Staff

8:00 AM to 9:15 AM
Josephina Restaurant
1900 Broadway (at 63rd Street)

The reception at Josephina Restaurant is within walking distance of Alice Tully Hall.

Commencement Ceremony

10:00 AM
Alice Tully Hall
Lincoln Center for the Performing Arts
Broadway at 65th Street

2004 Graduates should arrive at Alice Tully Hall at 9:15 AM (no later) and enter the front lobby to robe in the area assigned in the lobby.

Family members who attend the reception breakfast, and who have been given tickets to the ceremony, should proceed after the reception to the front of Alice Tully Hall. Doors open at 9:30 AM for general seating. Family members should be seated as soon as it is conveniently possible.

Family members, relatives and friends who are NOT attending the reception, and who have been given tickets to the ceremony, should go directly to Alice Tully Hall. The Hall doors open at 9:30 AM. People should be seated as soon as it is conveniently possible.

Family members who are hooding a member of the graduating class should arrive at Alice Tully Hall by 9:15 AM. They should go to the backstage entrance of Alice Tully Hall, 144 West 66th Street, where their names have been submitted to Hall security personnel. They will robe with faculty in the Musicians' Assembly Room. They will march into the auditorium behind the faculty and affiliated hospital directors, and will be seated in their allotted section.

Wheelchair and handicapped access and seating are available at Alice Tully Hall. Security personnel will be at the front door of the Hall and can direct those needing such access or seating.

Dr. Ross has posted detailed information on virtually every aspect of Commencement on the NYCPM website. This reminder memo is also posted on the website.