

How-To for Commencement Name Readers

- Readers pair off and decide which side (left or right) they will read on.
- When the script calls for the readers to proceed to the microphones, the two pairs do so, proceeding to their pre-determined side. They will do this twice: once for the graduate students and again for the undergrads.
- One person begins to read names on each side. They take the student's card, quickly determine the pronunciation, and read the name. The "used" card gets handed off to the photo representative as the "new" card gets handed to the reader. **MAKE SURE TO LISTEN TO THE READER ON THE OTHER SIDE OF THE STAGE AND ALTERNATE READING THE NAMES. YOU DON'T WANT TO OVERLAP NAMES.**
- One person reads 15-25 names before the other reader "taps" in (sort of like tag-team wrestling, if you get the reference). The new reader can take a card from someone in line and move into place at the microphone as that person approaches the ramp.

Each pair of readers continues in this way until everyone has received their degree on stage.

- Readers don't have time to try to get each name precisely correct (especially unfamiliar names). Students are supposed to write their names out phonetically but many don't. Give each name your best effort and be sure to honor them with a strong voice and "their moment". But don't hold up the process while you try to get the name perfectly correct. You need to keep the line moving.
- Do your best and move on to the next person. And listen to your colleagues on the other side. Don't read over each other.