

Graduation Know Before You Go

400 Fourth Street Columbus, Georgia 31901

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- **Clear Bag Policy:** Strictly enforced at the Columbus Civic Center.
- **Prohibited Items:** No firearms, weapons, balloons, banners, noisemakers, or obstructive items allowed.
- **Security Screening:** All screenings outside before entry. Staff and guests will be checked with wands.
- **No Balloons or Large Signs Allowed** - These items obstruct the view of others.
- **Seating Rules:** No saving seats or parking spaces.
- **Accessibility:** Early arrival suggested for those needing physical assistance; limited elevator access.
- **Audience Protocol:** Guests must adhere to school instructions for applause and interactions; non-compliance may lead to removal.

The Columbus Civic Center can feel cooler due to climate control systems. Guests are encouraged to dress warmly, with layers such as jackets or sweaters to ensure comfort throughout the event.

MUSCOGEE COUNTY SCHOOL DISTRICT RULES AND PROCEDURES FOR GRADUATION CEREMONIES



- To ensure a dignified ceremony for all graduates, guests are asked to follow the instructions from their schools regarding district protocols for applause and audience interactions during the ceremony. Supporters are asked to applaud only after each entire row has been called to allow each name to be heard. Guests who do not follow these instructions will be removed from the arena by security.
- Pictures may be taken from the individual's seat without interfering with others viewing the ceremony.
- Parents/guests will not be allowed on the floor, tunnels, courtyard, or ice rink at any time.
- Gifts and/or the exchange of items to graduates must be handled outside of the courtyard, ice rink, and Civic Center building (in the parking lot). Guests will not be permitted to bring items to graduates once the student enters these three spaces.
- Guests are asked to immediately vacate the arena following the recessional of each ceremony and to meet their graduate in the parking lot. Guests and graduates are also asked to vacate the parking lot and entrance/exit areas of the Civic Center with care and efficiency so that the next school may enter safely.
- ALL staff members must have their school IDs readily available for CC staff to check before they are allowed into the arena. School staff members will not be able to enter without proper identification.
- Every guest, regardless of age or affiliation, must have an official school-sponsored ticket to enter the arena. Badges or district identification (to include school IDs) do not serve as tickets unless the ID is for the staff member of the school graduating at that time. Schools will distribute tickets directly to their students according to their policies.
- Upon arrival, graduates should already be dressed for graduation and enter through the courtyard into the ice rink for staging in the tunnels. The courtyard will be marked with a banner "Graduates Only."
- The MCSD and Civic Center staff will not open the doors for guests without all school staff members in place and without the previous school clearing the area. Guests are asked to remain patiently outside for the doors to open.
- Families are not permitted to block off seats or save them inside the arena or save parking spaces in the parking lot.
- All participants are to follow the parking lot guidance provided by the district. The parking lot map and instructions should be communicated by all schools. Graduation traffic **MUST** come through the Lumpkin road entrance **ONLY**.
- Guests who need assistance with seating due to physical constraints are encouraged to arrive early. Only a single elevator is accessible for guests who need assistance reaching the seating area. No guests will be permitted on the floor or in the tunnels of the arena.
- Graduates may only wear pre-approved regalia to include district and school-approved honor cords, graduation caps, gowns, and stoles (in original form and not altered or decorated), and school-sanctioned garments following the district dress code.