



2012 Leander ISD Commencements Information Packet

Welcome to Cedar Park Center and congratulations on this momentous occasion. Cedar Park Center and all of our staff are thrilled to have the opportunity to share one of the greatest days in a young person's life with you, families, friends, and relatives of the graduates! Together, we can all make this day a great one, and this information packet should provide you with many of the answers to your questions! If you have any further questions please feel free to contact events@cedarparkcenter.com or see any Guest Services Representative on site!

Schedule of Events

The dates of your events are Saturday June 2nd and Sunday June 3rd, 2012. The ceremonies and doors opening for each respectively is as follows (all times are *approximate*):

Saturday June 2nd, 2012

<u>School</u>	<u>Doors Open</u>	<u>Begins</u>	<u>Ends</u>
Vista Ridge	8:00 AM	9:00 AM	11:00AM
Cedar Park	12:00 PM	1:00 PM	3:00 PM
Leander	4:00 PM	5:00 PM	7:00 PM

Sunday June 3rd, 2012

<u>School</u>	<u>Doors Open</u>	<u>Begins</u>	<u>Ends</u>
Rouse	12:00 PM	1:00 PM	3:00 PM
Vandegrift	4:00 PM	5:00 PM	7:00 PM

* We recommend that guests plan on arriving early in case of traffic delays on local roadways due to high traffic volume, road construction, and other unforeseen road conditions!

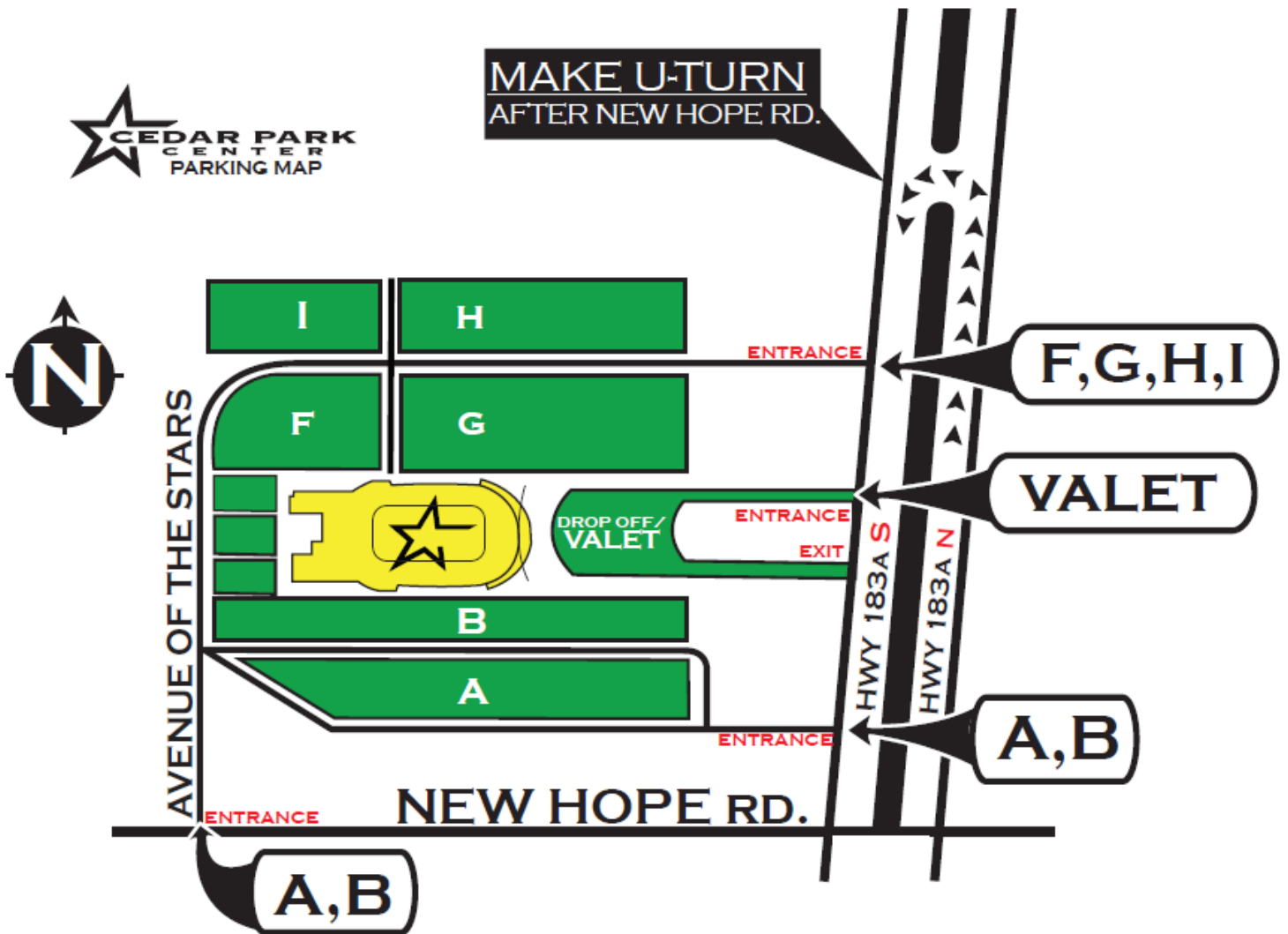
Directions

Finding the Cedar Park Center is easy! Please refer to the diagram below for the best way to travel to the venue!



Parking

Parking fees for normal vehicles (cars, pick-ups, SUVs) is \$5.00 and can be parked in any of the 2,700 spaces available here at Cedar Park Center. Parking for busses and larger vehicles is \$30.00 depending on occupancy. Cedar Park Center is also excited to offer valet parking for up to 78 vehicles for \$10.00. If you would like to drop off / pick up individuals in your party, you can do so via the valet entrance off of 183A. Handicapped parking spaces are located in Lot B, G, and F. There are two primary ways to enter Cedar Park Center parking lots, via 183A or New Hope Drive. Please refer to the diagram below for specific lot locations and entry information.



Meeting your Group

If individuals in your party choose to arrive in separate vehicles and plan on meeting prior to the ceremony, we recommend meeting in the plaza in front of the main entrance on the east side of the building.

Every side (north and south) of the facility and entrances at Cedar Park Center is equipped for the mobility impaired. If someone in your party needs additional assistance once entering the facility, (including wheelchair service, hearing assistance, etc.) please visit the Guest Services Desk behind Section 121.

Entering the Facility and Finding your Seat

Entering Cedar Park Center is convenient no matter where you park. There are three primary entrance points for all guests. The first is the large all glass front main entrance to the facility on the east side of the building. In addition to this entrance point, we have entrances in the Northwest and Southwest corners of the facility indicated by large Cedar Park Center signs.

East Entrance



State Farm Plaza - Northwest Entrance



HEB Plaza - Southwest Entrance



All graduates will be dropped off via bus on the far west side of the facility, please do not attempt to access that side of the facility as you'll be pointed to one of our primary entrance points.

Please know in advance, the graduates will be in a separate and private area to gather and prepare for the ceremony. If you have gifts or are looking for photo opportunities please plan to meet your graduate in a specific, pre-determined, location **AFTER** the ceremony. The East hardscape features both a large Texas and US Flag pole which serve as great meeting areas.

If someone in your party is mobility impaired, they can enter any entrance at Cedar Park Center. We offer multiple locations for mobility impaired guests which include Sections 103, 115, and 121, as well in our east loge level. These seating areas are somewhat limited, so limiting one accompanying member of your group would be beneficial for everyone in the facility, this

will ensure these needs are fulfilled for everyone attending the ceremony. If you need assistance finding these locations or have any other questions on the day of the event, please feel free to visit our Guest Services Desk behind Section 121.

Do's and Don'ts

The safety and security of the Cedar Park Center guests is of the utmost important to us. Please expect to have ALL purses and handbags thoroughly inspected at the doors by our security personnel. Refusing this will result in non-entry into the facility. In order to assist you during your planning process, please refer to the information below regarding specific items you may need to leave in your car or at home.

Seating: When entering the Cedar Park Center seating bowl, please move to the middle of the row you choose and refrain from any seat saving. In order to manage seating availability for our guests prior to the ceremony, **guests will not be allowed to save seats**. Please wait until your entire group is present before proceeding into the seating area and ushers will assist as needed. Additionally, sitting in aisles is not allowed per the Cedar Park Fire Department. Following the conclusion of your graduation ceremony, please exit the building to meet your graduate.

Food and beverages: Aramark is the exclusive provider of food and beverage for Cedar Park Center, and thus no outside food and beverage will be allowed in the facility. ARAMARK will be operating several concessions stands which offer a wide variety of food and beverages available for purchase.

Weapons: For the safety of all patrons, weapons of any kind are not allowed into Cedar Park Center. This includes, but is not limited to: knives, guns, pepper spray, fireworks, etc. which could potentially harm others.

Coolers : Please refrain from bringing coolers to Cedar Park Center as they will not be allowed inside.

Smoking: There is NO smoking inside of Cedar Park Center. Designated smoking areas are on the north and south side of the building outside the primary entrance points.

Noisemakers: During bag checks at all entrance points, any noisemakers (including but not limited to: air horns, whistles, rattlers, cowbells, thunder sticks, and any other item that would distract others) will not be allowed inside. Please remember this is a time for everyone to celebrate and we do not want to take away from any graduate's experience.

Banners, Signs, Flags, Balloons: No banners or flags are allowed as they could prevent the view of others. Signs are limited to a normal letter size, 8 1/2" x 11". Items outside of these parameters will have to be returned to your vehicle or thrown away during entry. In addition to these items creating obstructions, balloons are another item that should be avoided and are not allowed.

Strollers / Wheelchairs: All strollers and wheelchairs that wish to be unattended should be brought to the Guest Services desk behind Section 121 to be stored until the end of the ceremony.

First Aid: Cedar Park Center's first aid station is located behind Section 109. See a Cedar Park Center Guest Services or Security representative for additional assistance.

If you have any other specific questions regarding items that may or may not be allowed, please contact Cedar Park Center Security by email at events@cedarparkcenter.com.

Meeting Your Graduate after the Ceremony

It is best for groups, since there are landmarks, to set pre-determined locations on the east side of the building to meet your graduate. A few good options would be just outside the box office exterior windows, the US flagpole, the TX flagpole, or just outside Tito's Stars Bar patio on the southern side of the east hardscape area. Other good locations include State Farm Plaza on the north side of the building and HEB Plaza on the south side. See below photo.



Miscellaneous Information

Photography and Video: Taking photos and video of this great event is encouraged, but please keep your fellow parents and friends in mind as photos and video are taken. Tripods should be avoided and if being utilized should not impede on any other guests or into aisles at ANY time. Remember to charge all batteries before coming to the event that day as there will be no place to plug in chargers.

Cell Phones: The integrity of your graduate and the ceremony as a whole is dictated by your behavior and proactive solutions to potential problems. Cell phones and other mobile devices can be very distracting and must be kept in silent or vibrate mode during the ceremony.

Guest Services: The Guest Services booth is a great place to find out information including help regarding lost guests in your party, hearing assistance devices, wheelchair services, and information about future events. You can find the Guest Services desk behind Section 121 on the main concourse.

Thank you in advance for all of your assistance in making this the perfect day for your graduate and an enjoyable experience for everyone involved!