

# SENIOR EVENTS TIMELINE

For complete graduation information:

<https://www.imsa.edu/student-life/parent-resources/graduation/>

- **STAFF REGALIA DISTRIBUTION – In the Principal’s Office**
  - **You will not be allowed to participate in the ceremony without your regalia.**
- **TUESDAY - May 27, 2025**
  - Special Finals Week Schedule
  - Return all IMSA-owned class materials
- **WEDNESDAY - May 28, 2025**
  - Special Finals Week Schedule
  - Return all IMSA-owned class materials
- **THURSDAY - May 29, 2025 – 9:00 AM-8:00 PM**
  - Seniors Great America Trip
  - **All students must be eligible for graduation to attend the Great America Trip.**
  - **This includes having submitted all Service Hours & be on track to graduate or be registered for summer coursework.**
- **FRIDAY – May 30, 2025**
  - **9:00 AM** - Graduation Rehearsal & Senior Class Picture – West and Main Gyms
    - **MANDATORY attendance if you are participating in the ceremony.**
    - **This includes all graduates and row marshals.**
  - **6:30 PM – 11:00 PM** - Senior Banquet
    - Students can return home with their family if they are 100% moved out of their hall.
- **SATURDAY – May 31, 2025**
  - **11:00 AM – 1:00 PM** Reception in the IMSA Cafeteria for students & families - **NOT MANDATORY**
  - **12:00 PM** **Deadline for checking out of Residence Halls**
  - **2:15 PM** Graduates are dropped off at **Door # E5** by their family – **PROMPTLY**
    - **IMSA will not be providing bus transportation to NIU for graduates.**
    - **Please make sure to leave all personal items with your family.**
    - **You will NOT be allowed back into NIU to retrieve them once the ceremony is over.**
  - **2:30 PM** Doors open at NIU for general seating – **NO TICKETS NEEDED / NO LIMIT**
    - Guest parking available in C2 and C3 – Enter at Doors # **E2 & E3**
  - **2:45 PM SHARP** **Formal Class of 2025 picture taken**, then line up for ceremony
  - **3:30 – 5:15 PM** Graduation Ceremony

# It's not too late to **CELEBRATE** your graduate!

We're excited to partner with **The Commencement Group**, a company that has been in business for 25 years, offering on-site flower arrangements and enhancing graduates' milestone.

The **Commencement Group** will be set up inside NIU, immediately as you enter the building, so you won't have to worry about carrying flowers prior to the ceremony.

To assist in smoother and faster transactions, pre-ordering is strongly encouraged:

## **IMSA PRE ORDER LINK**

<https://www.thecommencementgroup.com/imsa/>

**All pre orders will close the night before the event.**

There will also be a limited amount of arrangements available for purchase that day.



**BEAUTIFUL BOUQUETS**

**GRADUATION GIFTS WILL BE AVAILABLE AT THE CEREMONY FOR PURCHASE!**

**SCAN ME**

PRE-ORDER USING THE IMSA LINK or the QR CODE PROVIDED  
AND PICK UP YOUR ORDER AT OUR TABLE ON GRADUATION DAY.

## 2025 GRADUATION TIME TABLE

MAY 31, 2025 @ **NIU CONVENTION CENTER** - DEKALB, ILLINOIS

ACTION	TIME START	TIME END
School staff arrives to set up	11:30 AM	
VIP Nelson Suite Available	1:00 PM	
Parking Lots Open	2:00 PM	
Vendors Arrive* Park in C3, Enter at dock MUST HAVE WRISTBANDS & PARKING	2:00 PM	
Graduates Dropped off by families At Door # 5	2:15 PM PROMPTLY	
Mic Check	2:15 PM	
Doors Open to the Public At Doors # 2 & # 3	2:30 PM	
FORMAL Class of 2025 Picture Taken in the gym before procession	2:45 PM PROMPTLY	
Students Line Up for Procession	3:10 PM	
Ceremony	3:30 PM	5:00 PM
<b>Graduates or their families are NOT allowed back into NIU following the ceremony</b>		
Clean Up	5:45 PM	

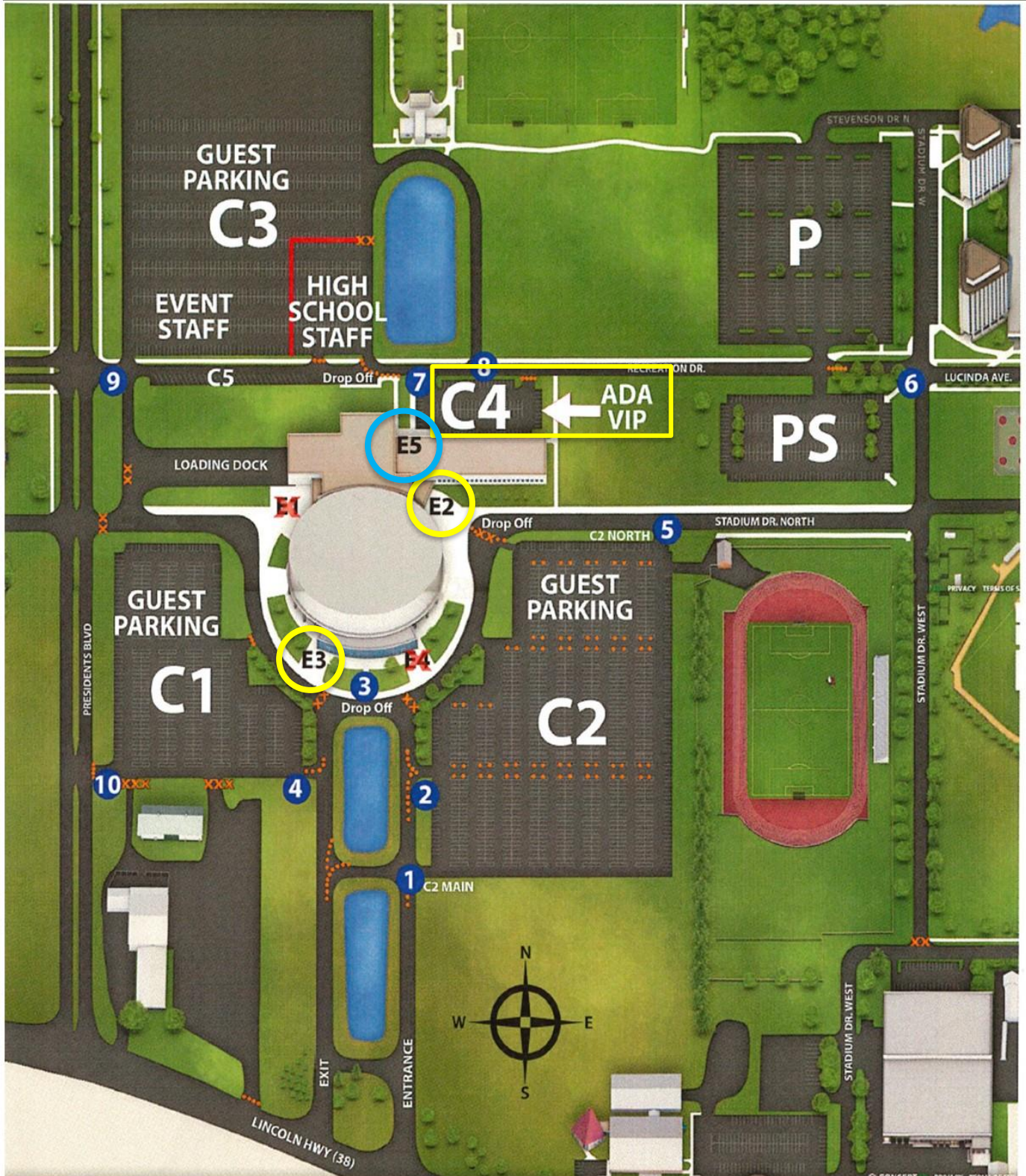


**E5 = DROP OFF for all Graduates - E2 & E3 = ENTRY for all Guests**

**NIU PREFERRED PARKING – Lot C4**

Preferred Parking is available to purchase for the upcoming graduation ceremony. This is handled directly through NIU not IMSA. The link to purchasing Preferred Parking is:

<https://convocenter.niu.edu/pages/graduation>





# PROHIBITED ITEMS

PLEASE LEAVE THESE ITEMS IN YOUR VEHICLE



**BAGS**



**BEVERAGES**



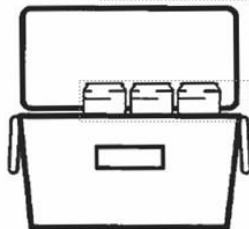
**STROLLERS**  
NOT ALLOWED IN ARENA



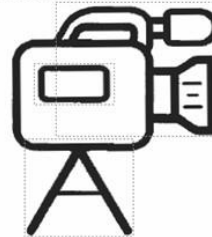
**OUTSIDE FOOD**



**ALCOHOL**



**COOLERS**



**VIDEO CAMERAS/TRIPODS**  
UNLESS OTHERWISE NOTED



**NOISEMAKERS**



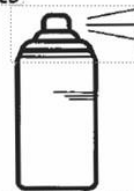
**FIREARMS**



**KNIVES**



**HELIUM BALLOONS**



**AEROSOLS**



**CANE UMBRELLAS**

## Prohibited Items:

- Purses, diaper bags, laptop bags, camera bags, backpacks, duffels, and fanny packs (see Clear Bag Policy)
- Wrapped gifts
- Helium Balloons
- Glass vases or glass containers
- Laser pointers of any kind
- Coolers, bottles, cans, containers, or projectiles
- Weapons, flammables, or other potentially dangerous items
- Aerosol containers or any pressurized container
- Horns, noisemakers, or whistles
- Any illegal substances
- Posters, banners, or signs on sticks
- Golf Umbrellas
- Tripods, monopods, & selfie sticks
- Outside food & beverages (including Starbucks, Dunkin', and other coffee brands)
- Strollers are not permitted in the arena.



# CLEAR BAG POLICY



## PROHIBITED



BACKPACKS, COMPUTER BAGS, COOLERS, DUFFEL BAGS, CAMERA BAGS, PURSES LARGER THAN PERMISSIBLE CLUTCH, ANY BAG LARGER THAN THE PERMISSIBLE SIZE. ALL BAGS ARE SUBJECT TO INSPECTION.

- A clear bag policy has been implemented and is enforced at the Convocation Center. The following are permitted:
  - Bags that are clear and do not exceed 12" x 12" x 6".
  - Small purses which do not exceed 5.5" x 8.5" and no more than 3" thick.
  - An exception will be made for medically necessary items after proper inspection at the door.
- Flowers are permitted in the Center. **Flowers with a glass vase will not be allowed in the venue.**
- Gifts that can be properly searched are permitted in the Convocation Center. **Any gifts that are wrapped/sealed will be asked to be returned to your vehicle.**
- Banners and signs are allowed provided they are hand-held of reasonable size, **can be stored beneath the seat and do not block the view of other patrons.**
- **Outside food or drink is not permitted.** It is permissible for guests to bring into the Convocation Center one bottled water, provided it is in a clear plastic commercial container (such as an Aquafina bottle) no larger than 1 liter that has not been opened or that is empty of its contents. Frozen bottles are prohibited.
  - Please refrain from bringing in any other outside beverages (including Starbucks, Dunkin', and other coffee brands).

# **REMINDER:**

**PLEASE REMEMBER TO LEAVE  
YOUR PERSONAL ITEMS  
WITH YOUR FAMILY.  
WE WILL NOT BE RESPONSIBLE  
FOR HOLDING YOUR ITEMS  
AND YOU WILL NOT BE ALLOWED  
BACK INTO THE VENUE  
ONCE THE CEREMONY IS OVER.**

