Graduation 2014
Speaker Selection Timeline

**February 28th**  Mitch Leahy sends out “Constant Contact” invitations and link to application to eligible candidates.

**March 14th**  Mitch Leahy sends out a reminder to invitees.

**March 28th**  Last day for applicants to submit applications

**April 2nd**  Sandy Sigala - Call and schedule interviews with candidates.

**April 11th**  Sandy Sigala - Committee interviews & chooses candidate.

**April 14th**  Sandy Sigala -
- Notify chosen candidates by email (letter from Ricardo as attachment)
- Send regret emails to all other candidates (“On behalf of RDN”)
- Thank you letter to committee
- Inform Scholarship of winner’s names to prepare checks.
- Inform Graduation “Program” coordinator of names/speech titles.
- Inform Public Relations of names/titles
- Inform President of names/titles/forward background of speakers

**By April 16th**  Candidates should meet with the Speech Dept. as soon as they have been notified. A list of office hours and telephone numbers go with the “Speaker Agreement” form signed by candidates.

**May 1st**  A&R printer deadline, Speaker names and titles must be forwarded by this date to Carolyn Pansini-Evans in A&R (last possible day).

**May 9th**  Copy of speeches due in V.P. office, (RDN needs to meet with them briefly) after his review, copies forwarded to President, PR, Disabilities Resources, & Library Archives.