



# Graduation Attendee Guidelines

## Congratulations Class of 2019!

Family and friends, Allen Event Center is excited to celebrate the achievement of your graduate. As our wish is to make your visit as enjoyable as possible, please review the following guidelines and tips prior to your visit. To ensure everyone has a wonderful time, please share this with any family and friends also attending.

### Graduation Attendee Tips:

- **Parking-** Free Parking is available in the garage on the South side of Allen Event Center, on Event Center Drive. Limited free parking is available in the North Garage off Stacy Road and Meandering Way. Please do not park in the surface lots of the Village at Allen. Overflow grass parking is behind the South garage, off Andrews Parkway, weather permitting.
- **Don't Miss a Moment-** Doors open 1 hour prior to the beginning of the ceremony. Please pay attention to directional signage to assist you in locating the proper entry point. Per school district request, guests will remain on the concourses during the processional, away from the graduates. Plan your arrival accordingly, including allowing time for security checks.
- **Seating-** If you do not have a ticket with a designated seat- seating is General Admission. Please be considerate of other families when saving seats if your party is incomplete.
- **ADA Seating-** Please check with your district if you or one of your party require ADA seating. Due to limited availability, we are unable to accommodate entire parties. Companion seating will be dictated by each school district in compliance with ADA regulations.
- **Recessional-** At the conclusion of the ceremony, guests and graduates are not to climb over the wall surrounding the floor.
- **Meeting your graduate-** All graduates will exit the building to meet with families and friends. Please meet your graduate outside. Graduates will not be allowed back into the facility.

### Guest Guidelines:

- **Bag Policy-** Only bags/purses 8.5" x 6.5" x 4.5" (the size of a small clutch) or smaller are allowed inside Allen Event Center. Fanny pack style belted bags and backpacks must meet size criteria. Baby bags and clear bags are allowed, no larger than 14"x14"x6". All bags are subject to search prior to entry.
- **Prohibited items-** For the safety and security of all guests and graduates, the following items will not be allowed in the facility. Allen Event Center is not responsible for prohibited items left at entrances.
  - Outside Food & Beverages
  - Texas Penal Codes 30.06 & 30.07 banning concealed and open carry weapons will be in effect
  - Knives or other weapons
  - Noisemakers of any type
  - Balloons of any type
  - Wrapped gifts
  - Laser pointers
  - Projectiles (frisbees, beach balls, etc)
  - Glass or ceramic containers of any type, including but not limited to vases, cups or mugs
  - Signs over 2'x3'- banners, signage or decorations may not be affixed to the facility
  - Strollers and infant seats- strollers are not allowed in bowl or floor seating areas. Please leave strollers in your vehicle. Due to safety- Infant seats are not allowed in bowl or floor seating.

A decorative graphic at the bottom of the page shows several graduation caps (mortarboards) in various positions, some being tossed into the air. Below the caps, there are silhouettes of hands reaching up, suggesting a celebratory atmosphere.

**Thank you for your cooperation!**