

Using Cvent For Your Commencement



Commencement is one of the shining moments for every student as they are recognized for their achievements. As your institution is considering options for Commencement, Cvent has options to help you honor your graduating class.

Tools for Safe In-Person Commencement

If your Commencement has an in-person component, rest assured that Cvent has the safety of your attendees and staff in mind. Here are some of the ways that our solutions give you total control, so that you can plan and execute your Commencement with confidence:

- **Contactless Check In:** With OnArrival, allow graduates to check in using a QR code.
- **Cvent Diagramming and Seating:** Design the layout of your event space using Cvent Diagramming and Seating to achieve the optimal setup of your space. Great for post-graduation department receptions!
- **Capacities:** Easily track and manage capacities to comply with required safety guidelines.





Event Management

Cvent can support any Commencement structure. You can build your registration site yourself or have Cvent's Event Builders assist. Here are some ideas on how to use your website to best disseminate information:

- **Registration:** Register friends and family, along with students, for Commencement with the ability to put any ticket limits in place as needed.
- **Agenda:** Manage sessions and schedules based on events surrounding Commencement.
- **Communication:** Send students a congratulatory email through the system timed with their degree program and send reminders about the event.
- **Certificates:** Allow students to download mock diplomas after their ceremony.

Cvent Attendee Hub™

Take Commencement to the next level by leveraging the Cvent Attendee Hub. Allow one of our Solution Specialists to help you build your event for your Commencement. Here are some ideas how to leverage your mobile event app to maximize the Commencement experience:

- **Attendee List:** Showcase all graduates as attendees.
- **Speaker Profiles:** Highlight the Valedictorian and other speakers.
- **Push Notifications:** Send notifications to graduates and their families based on degree type and program (i.e., "Congratulations to the School of Business graduates")
- **Donations:** Leverage links and/or a push notification inviting attendees to donate throughout your Commencement programming.
- **Agenda:** Place the schedule of events within the Attendee Hub by leveraging sessions in your event build.
- **Additional Pages:** Include additional information about safety protocols, FAQs, and more using custom pages.
- **Video Content:** Stream your Commencement ceremonies directly within the Attendee Website for graduates, family members, and friends who cannot attend.
- **Exhibitors:** Use the exhibitors feature to highlight the schools various majors.