FSU
BUILDING OPERATIONS
COLLEGE OF MEDICINE

2026 Student Award Ceremony Event Logistics

Event Objectives:

Recognize and honor medical students who have been inducted into the Alpha Omega Alpha (AOA) and Gold Humanism Honor Society (GHHS), celebrating their exceptional achievements in academic excellence, leadership, compassion, and commitment to the values of the medical profession.

Present the Hippocratic Award in the Chapman Garden to recognize a distinguished physician whose career reflects the highest standards of professionalism, ethics, and dedication to the practice of medicine.

Celebrate the accomplishments of the graduating class during the Student Award Ceremony, recognizing students who have demonstrated excellence in academics, leadership, service, and specialty areas throughout their time at the Florida State University College of Medicine.

Bring together students, families, faculty, staff, and College of Medicine leadership to commemorate the achievements of the graduating class and mark an important milestone ahead of commencement.

Audience:

Graduating medical students, families and guests, FSU College of Medicine leadership, faculty and staff, award presenters, honor society inductees, and members of the broader College of Medicine community.

Proposed Run of Show

Event Layout

Vision Design Board

Staff Plan & Logistics

Proposed Run of Show

Alpha Omega Alpha

Durrell Peaden Auditorium

Time	Program	Responsibility	Activity on Stage	AV Notes
1:45 p.m.	Tables are set and guests start to arrive	Grace		Background music playing in the atrium
2:00 p.m.	Auditorium Opens	Grace	*2 people passing out programs outside auditorium doors*	
2:20 p.m.	Ceremony Prep	Grace	*Final AV and speaker check*	Podium microphone working along with visual displayed on the large projection screen
2:30 p.m.	Welcome & Opening Remarks	Dean Alma Littles	*Dean welcomes guests and introduces AOA recognition*	Podium mic on
2:33 p.m.	AOA Introduction	TBD (Dr Faulk or someone he has chosen to replace him)	*Faculty representative introduced Alpha Omega Alpha and explains recognition and significance*	Podium mic on
2:35 p.m.	AOA Recognition Begins		*Dr. Lomax-Homier approaches the podium. Students from Fort Pierce campus are called to move to the left side of the stage*	Podium mic on

AOA Recognition

Regional Campus Order

Campus	Responsibility	Stage Direction	Production Notes
Fort Pierce	Dr. Lomax-Homier	Fort Pierce students' stage near the front left of the stage. Dr. Lomax-Homier calls each student individually. Student walks forward to receive cord and certificate from AOA rep, then photo is taken of student. Student then exits the stage	Photographer cue
Daytona Beach	Dr. Bernardo	Continuing recognition process	
Orlando	Dr. Chaet	Continuing recognition process	
Pensacola	Dr. McLeod	Continuing recognition process	
Tallahassee	Dr. Flowers	Continuing recognition process	
Sarasota	Dr. Bentze	Final campus recognition	

AOA Transition to GHHS

Closing

Time	Program	Responsibility	Activity on Stage	AV Notes
3:03 p.m.	AOA Recognition Concludes	Dean Littles	*Dean thanks AOA inductees and transitions to GHHS portion of the ceremony*	
3:05 p.m.	GHHS Introduction	GHHS Faculty Representative- Dr. Kasey Rust to notify me of someone to fill in.	*Introduction to the Gold Humanism Honor Society and its values*	

GHHS Recognition

Regional Campus Order

Campus	Responsibility	Stage Direction	Production Notes
Fort Pierce	Dr. Lomax-Homier	Dr. Lomax-Homier calls Fort Pierce students to line up on left side of the stage.	Photographer cue
Daytona Beach	Dr. Bernardo	Continuing recognition process	
Orlando	Dr. Chaet	Continuing recognition process	
Pensacola	Dr. McLeod	Continuing recognition process	
Tallahassee	Dr. Flowers	Continuing recognition process	
Sarasota	Dr. Bentze	Final campus recognition	

GHHS

Time	Program	Responsibility	Activity on Stage	AV Notes
3:23 p.m.	GHHS Oath	GHHS Faculty Representative	*Faculty representative references the GHHS oath (printed in the program)*	
3:25 p.m.	GHHS Recognition Concludes	Dean Littles	*Closing remarks for honor society Dean Littles mentions calls all students to come to stage for group photos and also mentions Hippocratic Award Ceremony following in Chapman Garden*	Photographer cue

Closing

Hippocratic Award Ceremony

Time	**Program**	**Speaker**	**Notes**
3:25 p.m.	Guest Transition from the Auditorium to the Chapman Garden	-	*Guests move to Chapman Garden and grab refreshments*
3:30 p.m.	Welcome Remarks	Dean Littles	*~5 minutes; introduction of the award, acknowledgement of the donors and bust, and recognition of the recipient*
3:35 p.m.	Student Remarks **(TBD)**	Student Class President/Vice President	*Brief remarks (limit to -2 minutes)-* ***Still awaiting confirmation of student attendance***
3:37 p.m.	Award Presentation	Dean Littles	*Announcement of the recipient*
3:38-3:45 p.m.	Recipient Remarks	Dr. Harrison	*Brief thank you and remarks*
3:46 p.m.	Closing Remarks	Dean Littles	*Invite guests back to the Auditorium for the 4:00 ceremony.*
3:50 p.m.	Conclusion of ceremony/transition	-	

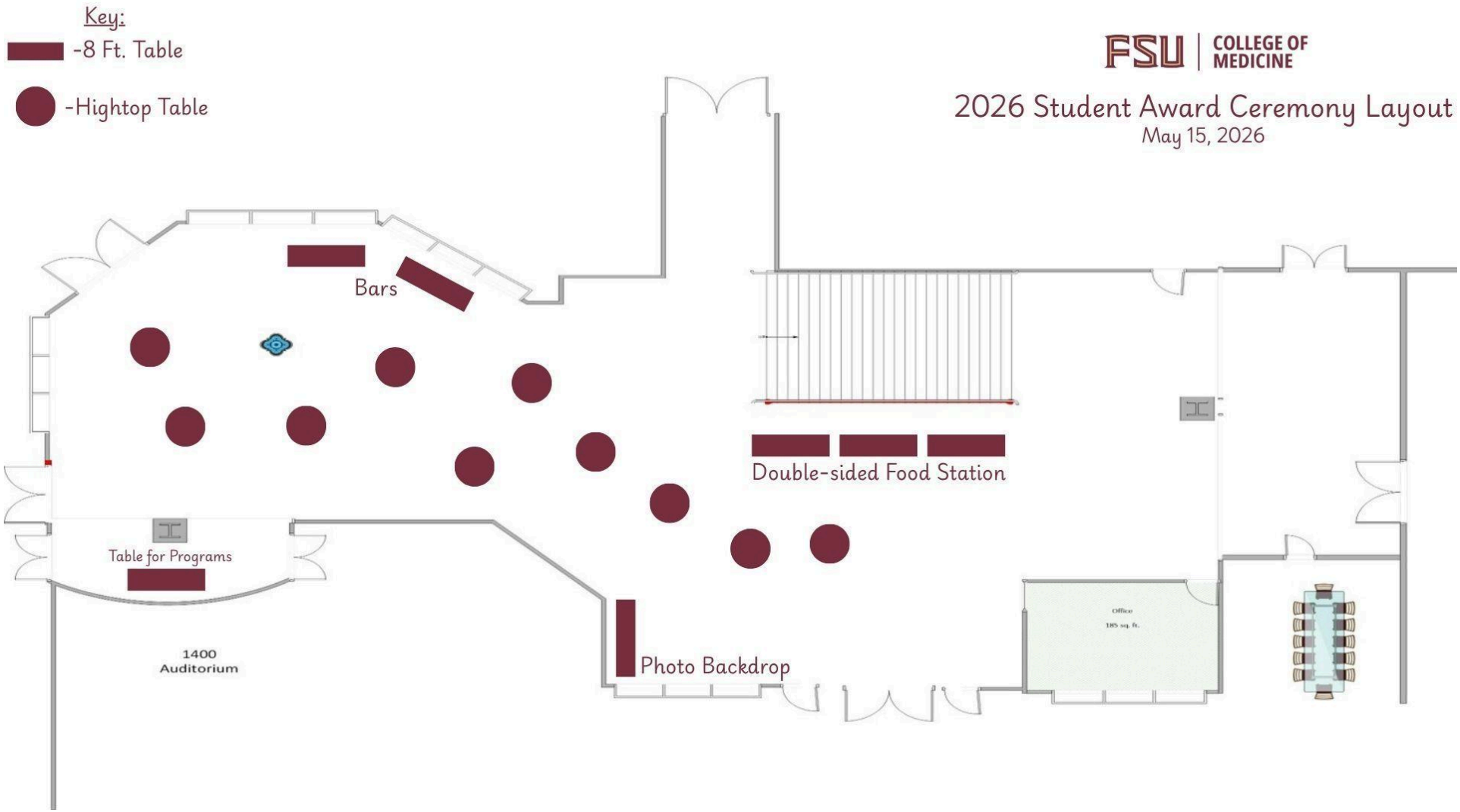
Chapman Garden

Student Award Ceremony

Durrell Peaden Auditorium

Time	Program	Responsibility	Activity on Stage	AV Notes
3:50 p.m.	Auditorium Prep	IT/Grace	*Confirm podium, award plaques, and presenters are present.*	Podium mic check
3:55 p.m.	Guests Enter Auditorium		*Guests return from Chapman Reception and begin to be seated*	
3:58 p.m.	Speaker Cue	Dr. Robert Campbell	*Cue Dr. Campbell to approach podium*	
4:00 p.m.	Welcome & Introduction	Dr. Robert Campbell	*Dr. Campbell welcomes guests and introduces the Presentation of Awards Ceremony.*	
4:03 p.m.	Transition to Specialty Awards	Dr. Robert Campbell	*Introduces first presenter and invites them to the stage.*	
4:04 p.m.	Emergency Medicine Awards	Dr. Paul McLeod	*Presenter approaches podium. Recipient comes to stage center for recognition and photo.*	Photographer cue
4:06 p.m.	Transition	Dr. Paul McLeod	*Presenter briefly introduces Dr. Brown-Speights to present the Family Medicine Award*	
4:07 p.m.	Family Medicine Award	Dr. Joedrecka Brown-Speights	*Dr. Brown-Speights announces winner of award and student comes to stage for recognition*	Photographer cue
4:09 p.m.	Transition	Dr. Joedrecka Brown-Speights	*Dr. Brown-Speights introduces Dr. Suchak to present the Geriatrics Award*	
4:10 p.m.	Geriatrics Award	Dr. Niharika Suchak	*Dr. Suchak announces*	

Event Layout: Atrium



Vision/Design Board



Staff Plan & Logistics

May 13, 2026			
Time	**Task**	**Responsibility**	**Notes:**
8:00 a.m.	Go to Trader Joes	Grace & Diana	12-16 bunches of flowers total 4-6 bunches of greenery
May 14, 2026			
Time	**Task**	**Responsibility**	**Notes:**
1:00 p.m.	Table Delivery	Grace	8 tables 4 trash cans
1:30 p.m.	Atrium Dry Setup Begins	Grace	Begin layout of tables, linens, and sashes on the high-top tables, set-up com backdrop
3:00 p.m.	Auditorium Setup Begins	Grace	Set up 3 tables in auditorium and sort awards by program order
4:00 p.m.	Confirm Monetary Checks	Grace	Match checks to correct awards **lock auditorium when finished**
5:00 p.m.	Prepare and arrange florals	Grace	10 centerpieces for high tops and 2 large arrangements
5:30 p.m.	Balloon Décor – Setup	Maria	Balloons on staircase, and on backdrop
6:00 p.m.	Store flowers overnight	Grace	Keep in cool shaded area – rear workroom
6:00 p.m.	Confirm catering time arrival	Grace	Ensure all roles and timings are confirmed

May 15, 2026			
Time	**Task**	**Responsibility**	**Notes:**
8:00 a.m.	Final Setup Touches	Grace	
9:00 a.m.	Publix Pickup	Lindsay/Craig	Take van to Publix, get Publix card from Grace
9:30 a.m.	Garden Setup	Grace	Set up 2 tables in Chapman Garden for Reception
12:00 p.m.	Photobooth Set-up	Grace	Arrange portable photo booth and make sure it works properly.
2:20 p.m.	Passing out Programs outside 1400 *	Lindsay / Craig	AOA/GHHS Programs
2:30 p.m.	AOA/GHHS Ceremony Begins	Lindsay/Craig	Distribute awards to presenters in order
2:45 p.m.	Start setting up outside Reception	Grace	Food/Drinks from Publix
3:50 p.m.	Passing out Programs outside 1400 *	Lindsay / Craig	Make sure they are the correct programs
4:00 p.m.	Ready inside to pass awards to the presenters	Lindsay/ Craig	Awards are in order based off program order
4:10 p.m.	Catering begins set-up	Social Catering	Double-sided buffet / bar
4:30 p.m.	Final checks	Grace	Confirm catering layout, photobooth works, visual on atrium screen, and music is playing.

*Front Desk staff assistance as needed